



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Kalamazoo Job Description

Job Title: **Early Learning Staff**

DOL Status: Part Time

FLSA Status: Nonexempt

Reports to: Preschool Director

Primary Department: Youth & Family

Job Code: Service Worker

Job Grade:

Revision Date: November, 2019

Leadership Level: Leader

### POSITION SUMMARY:

Provide direct supervision to children in the youth program by implementing planned activities while providing care, safety, and growth of all children. Other responsibilities include providing quality experience to children and parents focusing on YMCA core value: honesty, respect, responsibility and caring.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Design, implement, and participate in age appropriate activities.
2. Assist in the general operation of the program
3. Maintain required program records.
4. Maintain effective communication with parents.
5. Appropriately handle all emergency situations, remaining current in CPR/First Aid certifications.
6. As required by Michigan law, report any suspected incidence of child abuse to the Program Director.

### QUALIFICATIONS:

1. High school diploma
2. Must be at least 18 years of age
3. Experience with children preferred
4. First Aid and CPR certifications must be obtained within the first 30 days of hire.

### WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to physically participate in activities with children.
- Daily cleaning is required.
- Proof of negative TB test within the past year.



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**SIGNATURE:**

I have reviewed and understand this job description. I agree to fulfill all requirements necessary for the performance of all job segments described. I understand and mutually accept that the Position Description is not a contractual agreement.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_