



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

Job Title: Early Learning Support Staff- Maple and Northside Early Learning Centers

Starting Rate: \$15 per hour

POSITION SUMMARY:

We are seeking staff members for our two early learning programs. The YMCA is committed to providing a high-quality experience for staff and students. Under the guidance of the Early Learning Coordinator and Lead Teacher, support staff will provide direct supervision to children in the program by implementing planned activities while creating a caring, inclusive, and safe environment. Staff will help ensure the program meets all state licensing regulations and Association policies and procedures, including our commitment to diversity, equity, and inclusion.

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. Work with site team to ensure program runs smoothly and efficiently each day
2. Facilitate educational and engaging activities for children ages 3-5
3. Develop and demonstrate knowledge of childcare licensing requirements
4. Ensure program records are complete and kept confidential as required
5. Develop relationships with students and families to ensure open communication is maintained throughout the school year.
6. Commit to expanding your skills and knowledge with required and recommended trainings
7. Remain current in CPR and First Aid to be able to appropriately handle emergency situations
8. As required by Michigan law, report any suspected incidence of child abuse to the program director.

QUALIFICATIONS:

1. Must be at least 16 years of age
2. High school diploma preferred
3. Experience with children is preferred
4. Demonstration of a commitment to diversity, equity, and inclusion
5. CPR and First Aid certifications must be obtained within the first 30 days of hire.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to participate in activities with children.
- Daily cleaning to maintain a safe and healthy environment.
- Proof of negative TB test before working with children