

Job Description

Position Title: Teacher Assistant

Department: Childcare Programs

Qualifications/
Requirements: Must be 18 years or older. Have the ability to develop positive, authentic relationships with people from all backgrounds. Have some experience working with children.

Duties: Under the direct supervision of the Youth and Childcare Director, the Teacher Assistant is responsible for providing a safe and healthy environment for our youth participants which may include but not limited to the following responsibilities:

Responsibilities:

- Build Relationships
- Teach and demonstrate Caring, Honesty, Respect and Responsibility
- Represent the Grants Pass Family YMCA, its policies and procedures
- Dress appropriately (casual, yet professional)
- Pick up trash
- Cordially greet all members (by name, if possible), class participants, and general public (SMILE)
- Be on time for all shifts
- Attend all staff meetings and required trainings
- Monitor the safety and well-being of the children at all times
- Maintain excellent communication with supervisors, staff, school personnel and parents
- Be alert to safety procedures and issues at all times
- Obtain and maintain all required certifications as needed
- Be sure all children in your care are accounted for regularly
- Promote interactive activities such as games or crafts when appropriate
- Be sure all activities are safe and age appropriate
- Encourage involvement from all in your care
- Ensure safe supervision of all participants at all times
- Communicate positively with program participants, parents and supervisors
- Respond to and report all accidents and incidents
- Report any necessary repair needs to your supervisor
- Other tasks as needed

I accept the position as described above.

Employee Signature

Date