

# Santa Maria Valley YMCA

## Job Description

**Job Title:** Child Care Assistant  
**Type:** Non-Exempt  
**Reports To:** Child Care Teacher

**General Purpose:** Support the lead teacher in caring for children and implementing program at the child care site.

**Qualifications:**

1. High School diploma and at least 6 units in Early Childhood Education
2. Demonstrate an understanding for the needs of children, including patience and enthusiasm.
3. Exhibits good judgment.
4. Ability to implement planned activities with a group of children.
5. Criminal Background Check required.

**Job Duties and Responsibilities** *(may not include all of the duties assigned):*

1. Know and follow all YMCA Child Care Standards and Policies and state Licensing requirements.
2. Directly supervise the children at all times in keeping with child/staff ratios.
3. Demonstrate positive communication skills with children, parents and staff.
4. Assist with the daily health and safety of children by observing and helping individual children as needed. Reports any concerns immediately to supervisor.
5. Assist in the setup, maintenance and cleanup of equipment and supplies as directed by supervisor.
6. Assist in the planning and implementing of creative activities that meet the needs of children as requested by supervisor.
7. Assist in the accurate maintenance of records and documents.
8. Attend staff meetings and trainings as required.
9. Responsible for creating and keeping a clean, safe and well-maintained workplace environment.
10. Responsible for demonstrating YMCA values of Caring, Honesty, Respect and Responsibility in all aspects of YMCA employment and programs.
11. Must cooperate at all times in fulfillment of YMCA Mission.

**At hire or within 30 days of employment:**

1. New Employee Orientation
2. First Aid/CPR (adult and infant)
3. TB test (required by childcare licensing)
4. Bloodborne Pathogen training/Cert.

**Physical Demands:**

Must be able to sit, stand and walk for extended periods of time. Ability to use hands and fingers to feel and manipulate, such as at a computer keyboard or phone. Must be able to talk, see and hear. Must have the physical ability to carry and set up 50 lbs. of equipment and constrain a child when necessary for safety purposes (children weigh 50-75 lbs.). Must be able to respond audibly and call for assistance in an emergency.

**Work Environment:**

Must be able to work in a quiet as well as moderately noisy work environment. No other particular exposure to difficult environmental conditions.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

