



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB OPENING ANNOUNCEMENT

Early Childhood Education Program Assistant

- Current Date:** 7.31.17
- Hiring Supervisor:** Crystal Akagi
- Number of Positions Open:** 1
- Date Position Begins:** 8.14.17
- Applications Accepted through:** Until filled
- Date of Interviews:** To be announced
- Days and Hours:** Monday-Friday – mornings and afternoons
- Location of Position:** Taylorsville
- Wage:** \$8.83 – \$13.24 DOE
- Position Requirements:**
- Education Requirements: High school diploma or at least 18 years of age.
 - Previous Work Experience: Previous experience working with young children through child-care, education, youth development, recreation or other related fields.
 - Certification Requirements: Must be able to obtain and become certified in First Aid, CPR and Food Handlers 30 days of hire date.
 - Must be able to pass a background check with fingerprinting within 10 days of hire date.
 - Computer Proficiencies: Google Platform (Gmail, Calendar, Google Docs), internet, basic typing skills.
 - Preferred Qualifications:
 - Demonstrates reliability, flexibility, organization and ability to follow directions as tasks are assigned.
 - Ability to write and carry out lesson plans.
 - Ability to handle multiple tasks simultaneously and to prioritize appropriately.
 - Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
 - Maintain a professional attitude toward children, families and co-workers.
 - Ability to attend all trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.
 - Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
 - Current Driver's License and willingness to become driver certified.
 - Some college and experience working with you.
 - Verbal and written Spanish skills a plus.



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General Skills & Abilities:

Under the guidance of the ECE Director and classroom Lead Teacher, the Assistant Teacher is responsible for working with a team to provide high quality preschool programming through helping daily activities for children that attend the YMCA program. Activities are aimed at developing children's academic, social, physical, and emotional well-being.

In addition to the above, all YMCA of Northern Utah employees are expected to:

- Provide customers with the highest quality service.
- Promote teamwork and cooperative effort.
- Maintain a clean, safe work area, practice good safety habits.
- Demonstrate the YMCA Character Values of: Caring, Honesty, Respect and Responsibility.

Other Information:

WORKING CONDITIONS:

- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Exposure to communicable diseases and bodily fluids.
- Must be able to lift and/or assist children up to 50 pounds in weight.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
- Ability to view data on a computer and/or on paper for long periods.

Application Process:

Please send a current resume and cover letter to:

Crystal Akagi

cakagi@ymcasaltlake.org

Please visit our website www.ymcautah.org for more information.