

Kindergarten Enrichment Teacher at YMCA Community Family Center



Are you looking to make a huge impact in the lives of youth, their families and the community? Do you want an opportunity to make the most of your enthusiasm, humor, integrity, positive attitude and Assistantship? Do you have desire, flexibility, patience, and ability to work with children?

YMCA of Greater Salt Lake is looking for candidates with an ability to build a cohesive team and program to benefit kids. YMCA After School Kindergarten Enrichment Teachers have the significant responsibility of developing a positive, welcoming and nurturing atmosphere to ensure that student participants are safe, secure, having fun and developing skills that will help them become successful adults and citizens.

COMMUNITY FAMILY CENTER KINDERGARTEN ENRICHMENT TEACHER GENERAL JOB DESCRIPTION:

Located at Fremont Elementary School, the **YMCA Community Family Center** engages a diverse population of people in the Taylorsville community. This position will focus on nurturing students in Kindergarten in a wide range of academic, social and physical enrichment activities that focus on the YMCA core values of caring, honesty, respect, and responsibility. Responsibilities include writing lesson plans, communicating with parents, providing assistance with homework and interacting with children. Daily activities include homework help time, outside/physical movement time, snack time, and activity/club time. Activities/clubs topics include sports, games, health education, literature and math, multicultural awareness, arts and crafts, science and technology and more. Additionally, students are able to interact with positive role models through dedicated staff members that truly take an interest in them and their development.

The general responsibilities include but are not limited to the following:

Ensure that all aspects of the program are in good order. Provide safe, well-supervised, enriching and fun activities for youth during program hours. Lead the planning and be responsible to actively participate in the program, and direct staff to lead activities to ensure the program is well received by principal, faculty, YMCA program leaders, volunteers, program participants, and their parents. Provide regular communication between Director, CFC, YMCA staff, principal, classroom teachers, custodians, and community partners. Display and honor the YMCA values. Establish rules of the program with participants and staff; develop incentive programs to encourage program participant's positive behavior; and handle discipline problems in a constructive manner. Manage program budget responsibly. Attend and document required 20 hours of annual in-service training. Organize planning meetings with program staff, create monthly calendars, schedule and prepare curriculum, prepare parent communications, plan to arrange for field trips, guest speakers, supplies, and equipment. Complete program and grant reporting paperwork, verify staff time-sheets, keep accurate attendance records daily, complete paperwork associated with monthly snack report, manage applications on all participants and volunteers, write proper documentation in reporting incidents. Ensure safety of youth in our programs, while maintaining personal integrity.

QUALIFICATIONS:

BA in "Child Related" field: Early Childhood, Elementary or Secondary Education, Physical Education and Recreation, Child/Youth Development, Child Guidance/Counseling, Child Psychology, Family Studies, Social Work or Human Administrative and managing experience required. Experience with budgeting, supervision, and curriculum development. At least 21 years of age. Must be very organized, flexible and reliable. Demonstrated success in an independent work environment. Spanish speaking a plus!

HOURS AND SCHEDULE:

Start Date: August 9, 2010

School Year Schedule: 7-8 hours of planning/paperwork/meeting time per week working with Director, CFC and staff. 28-29 hours working directly with youth in Kindergarten Enrichment programs. **Potential Summer Schedule:** 8:30 am to 4:00 pm M-F for 9 weeks.

REPORTS TO: Director, Community Family Center (CFC)

COMPENSATION: \$13.00-15.00/hour depending on experience; health benefits available when full-time.

LOCATION: YMCA Community Family Center, John C. Fremont Elementary School, 4219 South Atherton (1425 West), Taylorsville UT 84123

ORGANIZATION:

The YMCA of Greater Salt Lake has been building strong kids, strong families and strong communities in Utah for over 100 years. As a part of the largest not for profit community service organization in the United States, the YMCA in Salt Lake manages seven after school programs throughout the valley and Camp Roger, a summer resident camp located in the Uinta Mountains. All YMCA programs work to build healthy mind, body and spirit in participants through activities focused on the core values of caring, honesty, respect and responsibility and with the goal of having FUN!

APPLICATION PROCEDURES:

Fill out application at www.ymcasaltlake.org **AND** send **resume** to awright@ymcasaltlake.org or fax 801-466-6074 Attn: Angela Wright, Program Director.