

Family YMCA of Emporia-Greenville  
Child Care Job Description

**Title:** Pre-School Assistant  
**Supervisor:** Lead Teacher

**Age Group:** 3-4  
**Department:** Child Care

**General Function:** Under the direction of the Pre-School Lead Teacher and in harmony with the Christian nature and purpose of the established policies and goals of the YMCA, the Pre-School Assistant is responsible for assisting in the day to day operations of the YMCA's Pre-School Program.

**Entry Requirements:** The Pre-School Assistant must meet the qualifications set forth by the Department of Social Services. Staff shall be: of good character and reputation; capable of carrying out assigned responsibilities; capable of accepting training and supervision; and capable of communicating effectively both orally and in writing as applicable to the job responsibility. Additionally, staff shall be capable of communicating with emergency personnel.

**Commitment:** The Family YMCA of Emporia-Greenville values you as an employee, and we are excited about what you have to contribute to this group of children and the YMCA in its entirety. The YMCA mission is your highest priority, and the YMCA's goals for the children and families that we serve is of the utmost importance. A professional, clean appearance and a respectful and committed attitude are always the minimal expectation.

**Job Requirements:** The Pre-School Assistant must understand and be willing to learn the necessary skills required for the successful completion of duties including:

- Current CPR/First Aid certification
- Complete 24 hours of pre-employment new staff orientation and licensing training
- Be tested for and found clear of Tuberculosis
- Participate in necessary workshops which will enhance his or her teaching
- Attend mandatory staff meetings and trainings to meet Social Service requirement of 16 hours per year
- Follow the Code of Conduct established by the Family YMCA of Emporia-Greenville
- Clear Criminal Records Check
- Clear Child Protective Services Check
- Follow personnel policies and procedures

**Physical Requirements:**

- Lifting – up to 50 lbs.
- Seeing written directions, including but not limited to, those on a roster, and in a parent's note with or without correction devices.
- Ability to operate a fax machine, copier, computer, and other typical office equipment.
- Hearing within a normal range, with or without amplification.
- Speaking for extended periods of time to convey information or detailed instructions to parents and other staff in a calm, efficient manner.
- Stooping,
- Sitting on the floor and getting back up,
- Kneeling,
- Running,
- and climbing

**Mental Requirements:**

Must be a person who is able to represent the YMCA in a professional manner in all situations. Must be able to identify and make appropriate alterations to accommodate the changing needs of the program participants and their parents. Must have the ability to organize and facilitate emergency procedures.

**Skills:**

- is responsive to the developmental needs of pre-school age children,
- understands and uses a “director approved” classroom management technique,
- discourages stereotypical behaviors and makes all activities available to all children,
- sets and maintains reasonable, consistent limits,
- works well with large groups of children, and
- is enthusiastic, positive, and motivating to children and peers.

**Responsibilities:**

Will include but not be limited to:

1. Assisting the teacher in planning and implementing the daily program, including the following:
  - a) Treating each child with dignity and respect
  - b) Recognizing and considering the individual needs of each child in relation to cultural and socio-economic background, disabilities, special talents, and interests, style, and pace of learning.
  - c) Helping children learn to think creatively, to solve problems independently, and to respect themselves and others.
2. Supervising the classroom, according to the plans of the teacher when the teacher is out of the room.
3. Helping with the preparation of snack.
4. Assisting the teacher in other appropriate ways.
5. Maintaining professional attitudes, behavior, and dress at all times while on duty. This includes using the proper channels to air problems and complaints.
6. Participating in professional organizations that work for the improvement of early childhood education.
7. Maintaining strict confidentiality regarding children and their families.
8. Generally promoting a good rapport among staff members.
9. Sharing with the teacher the responsibility of maintaining a clean room.
10. Attending outside workshops when appropriate.
11. Familiarize self with all evacuation and emergency procedures.
12. Be familiar with, and follow, all standards for licensed child day centers, as set forth by the Virginia Department of Social Services.
13. Develop a daily snack menu that meets nutritional requirements, as set forth by the Virginia Department of Social Services.
14. Incorporate the four core values: respect, responsibility, honesty and caring in to all aspects of the program and daily activities.

**Reportability:** Lead Teacher

**Disclaimer:** The Family YMCA of Emporia-Greenville reserves the right to change this job description.

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Employee Signature

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Date