



**PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION**

JOB TITLE: Child Care Aide
LEVEL: 3
SUPERVISOR: Child Care Director
DATE:

JOB CODE: 7010P/7000F
FLSA STATUS: Non-Exempt
LOCATION:

POSITION PURPOSE

The Child Care Aide is expected to assist in the implementation of daily program activities; ensure a safe environment and age/developmentally appropriate activities and staff/child interactions; engage and participate in all activities with the children; maintain the safety of the children at all times.

ESSENTIAL FUNCTIONS

- Assist the teacher with the planning of the curriculum through attendance at team teaching meetings monthly. Prepare and implement daily age/developmentally appropriate activities. Follow the NAEYC guidelines for age appropriate activities.
- Oversee the safety and location of all of the children in your grouping. Adhere to small group ratio/set ups as described in the NAEYC guidelines for small group interaction. Follow DPW/YMCA/NAEYC guidelines and procedures.
- Actively participate with the children in all activities. Ensure proper clean up and maintenance of all materials. Maintain the NAEYC guidelines for appropriate verbal interactions at all times. Ask open-ended questions and maintain an active role in the children’s play time.
- Maintain sensitivity and patience with the children and parents and provide care to meet the individual child’s and families’ needs. Maintain confidentiality at all times. Follow NAEYC guidelines for proper verbal interactions with children and families when discussing children with parents.
- Notify teacher/director of any personal or programmatic problems and suggestions. Maintain paperwork (timecards, parent communication, incident reports)
- Attend all necessary YMCA/DPW/Keystone Stars/NAEYC trainings. Maintain Personal Development Record up to date at all times.
- Attend Staff Meetings/ Team Teaching Meetings/Back to School Night
- Participate as a member of the YMCA team member and contribute to the attainment of the YMCA mission
- Know the mission and be able to apply it to your job responsibilities. Also, be able to explain to parents how child care meets the YMCA mission
- Read the NAEYC guidelines in order to be knowledgeable in the NAEYC procedures, and approach to early childhood education.
- Perform other related duties as assigned

OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
 - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
 - A continued commitment to member satisfaction by ensuring excellent Member Experience
 - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
 - Ensuring the overall cleanliness of the facility
 - A commitment to Diversity and Inclusion

- Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

ENVIRONMENTAL CONDITIONS

Exposure to high levels of noise, occasional exposure to weather.

PHYSICAL REQUIREMENTS

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, children, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 50-75 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouch and crawl; ability to clearly see at 20 inches or less and 20 feet or more.

REQUIREMENTS

- Meet state requirements: High School or equivalent as defined in DPW regulations manual
- Meet NAEYC requirements: Above plus ongoing training in the area of early childhood education/child development with the goal of achieving the CDA.
- Meet Keystone Stars guidelines from ECERS/ITERS section 43. Number 7.3 Staff with less than an AA degree in early childhood education are required to continue formal education (ex. Work towards CDA).
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
 - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
 - First Aid (valid 2 years unless otherwise noted)
 - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

OTHER

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

CARING	Showing a sincere concern for others.
HONESTY	Be truthful in what you say and do.
RESPECT	Follow the Golden Rule.
RESPONSIBILITY	Be accountable for your promises and actions.

OUR MISSION

To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: _____

Signature: _____ **Date:** _____

Supervisor: _____