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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MANSFIELD AREA Y

Job Title: **Carpenter's Assistant**  
FLSA Status: Full Time Hourly/Non-Exempt  
Reports to: Director of Family Services

Job Code: 16-10  
Job Grade: L  
Revision Date: 06/05/2019

### **POSITION SUMMARY:**

Works with time split between assisting the Carpenter Office & the role as an assistant teacher in the classroom environment. Providing direction for programs & classroom, including implementing program curriculum. Providing a quality experience to both children and parents that focus on the YMCA values of honesty, respect, responsibility, and caring. The Carpenter Assistant will have the ability to be self-motivated balancing his/her time between both roles.

### **ESSENTIAL FUNCTIONS:**

1. Implements curriculum within the established guidelines.
2. Knowledge of state guidelines.
3. Designs and implements daily lesson/activity plans.
4. Supervise the children, classroom, and all activities.
5. Works directly with the Lead Teachers & Assistant Teachers
6. Makes ongoing, systematic observations and evaluations of each child.
7. Conducts parent conferences and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
8. Maintains program site and equipment.
9. Maintains required program records.
10. Attends and participates in family nights, program activities, staff meetings, staff training and special events.
11. Performs CACFP duties.
12. Answering Phones, operating general office equipment, and general office duties
13. Operating & implementing a POS system. Taking & applying payments
14. Designee for Carpenter PELC to supervise staff when Director of Family Services is unavailable.

### **YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal

feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. HS Diploma/GED with at least 12 credit hours in Early Childhood Education or an Associate's Degree in ECE.
2. At least 18 years of age
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
7. 2 years supervisory experience
8. Strong organization & computer skills

**PHYSICAL DEMANDS:**

1. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.
2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear.
4. The employee is occasionally required to sit in low chairs as well as on the floor to interact with the children.
5. The employee must occasionally lift and or move up to 25 pounds.
6. Sitting for extended periods of time, standing for extended periods of time 7. Occasional bending, lifting of 20#+, squatting, reaching, and stretching.