



FOR YOUTH DEVELOPMENT®  
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## YMCA of NCO

Job Title: **Kids Club /School Age Teacher**

FLSA Status: Part-time/ non-exempt  
Reports to: Site Coordinator

Job Code:  
Job Location:  
Job Grade: TL  
Revision Date: 02/23/2022

### Position Summary:

Under the direction of the Kids Club Coordinator, the Mansfield Area Y is seeking an experienced school age teacher to oversee the program development and implementation of the school age before and after school program. The selected individual will play a hands-on role in our program expansion with the inclusion of this before and after school program.

### Essential Functions:

1. Implements curriculum within the established guidelines.
2. Assures compliance with state regulations and follows all mandated state laws as they relate to program areas. Ensures that YMCA program standards are met, and safety procedures are followed
3. Designs and implements weekly lesson/activity plans.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Conducts parent conferences and maintains positive relationships and effective communication with parents.
6. Maintains classroom and equipment within the classroom.
7. Supervises the children, classroom, and all activities.
8. Helps maintain proper records and department files.
9. Assists in the distribution of program information.
10. Communicates efficiently with both the Kids Club Coordinator and with parents of children involved with the Kids Club program.

### Job Qualifications:

1. Meets educational and experience qualifications established by state law (if the state sets requirements. The YMCA should establish minimum qualification standards if the state has no requirements).
2. At least 18 years of age (The age minimum may be higher depending on state law).
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.

### Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
3. The employee frequently is required to sit and reach and must be able to move around the work environment.
4. The employee must occasionally lift and/or move objects as needed for programs.
5. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
6. The noise level in the work environment is usually moderate to noisy.

**Agreement:**

This job description is not an expressed or implied contract. The Mansfield YMCA reserves the right to change this job description, as necessary. Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of Lexington Kids Club Designee- Central for the Mansfield Area Y.

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**School Age Teacher**

**Date**

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**Kids Club Coordinator**

**Date**

**How to Apply:**

Submit resume and cover letter

