

**YWCA AFTER SCHOOL KIDS WORLD PROGRAM**

**Group Teacher/Site Coordinator - part time**

**Primary Function:** Oversees the day to day management of a school age child care program, maintaining a safe, secure environment and quality program in accordance with the YWCA missions and the NYS Office of Children & Family Services state, local and federal codes.

**Qualifications:** Associate's degree in child development, elementary education, physical education, recreation or a related field and two years **direct experience** working with children under 13 years of age including at least one year in a supervisory capacity. **OR** Two years of college with 18 credits in the above listed areas of concentration.

- Plan and implement a developmentally appropriate curriculum,
- Monitor and be actively involved with the children,
- Take the lead in helping children organize activities as individuals and in groups,
- Work closely with the SACC Kids World Director,
- Team player – collaborate with child care staff to plan special activities for the children and their families,
- Maintain current records and reports pertaining to the children in the after school program,
- Maintain communication with the parents of the program participants.
- Maintain a positive rapport with school superintendent, school principal, custodial staff, teachers, etc.
- Maintain a clean, healthy and organized classroom environment,
- Complete required activities and paperwork in a timely manner, i.e. fire drills, attendance sheets.
- Ensure that all games and equipment are working, safe, and clean,
- Report problems and concerns to the SACC Kids World Director,
- Attend all required meetings, in-service and training sessions related to childcare,
- Required to have had an annual physical examination that includes a TB test,
- Required to pass a criminal background check,
- Required to be NYS Fingerprinted through the Office of Children and Family Services,
- Follow all child care regulations, CPR and FIRST AID REQUIRED.
- Perform other related duties as required.