

**eliminating racism
empowering women**



Central Massachusetts

Position: Assistant Preschool Teacher
Accountability: Lead Teacher/Teacher
Hours of Work: 8:45am – 4:45pm, Monday through Friday
Location: Worcester
CORI Required: Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Assist in managing the ongoing programming in assigned classroom(s) in a professional and confidential manner and in a way, which incorporates the developmental/culturally sensitive philosophy of the Center to ensure the highest quality of care, as well as compliance with NAEYC standards, Department of Early Education and Care requirements, and health and safety regulations. Child Development Associate Credential required, or must be enrolled in a Child Development Associate Credential program.

Responsibilities:

1. Assist in planning, implementing and maintaining a curriculum and creating an environment where children can learn and grow at their own pace, interact comfortably with adults, and have opportunity to participate in individual and group [small and large] activities as appropriate to program area.
2. Supervise children in play and structured activities.
3. Maintain a safe and clean environment for children; performing light housekeeping duties as needed.
4. Communicate with parents on a daily basis, participate in parent activities as appropriate, and assist Teacher in working with those families in need of intervention.
5. Assist in preparing and maintaining classroom records as requested.
6. Attend scheduled staff meetings; maintain Health and Safety and CPR certification; complete 20 hours of training each year as required by DEEC.
7. Perform other duties as requested.

Qualifications:

- Minimum of 18 years of age
 - Child Development Associate Credential required, or must be enrolled in a Child Development Associate Credential program
 - Experience working with children
 - Must be able to handle the physical aspects of the job including lifting of children
 - Ability to relate with co-workers and parents in a cooperative and positive manner
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How to apply:

If you are interested in applying for any of the above positions please complete an Employment Application and send the completed application and resume to:

Email: HR@ywcaworcester.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.