

# eliminating racism empowering women

# ywca

## Central Massachusetts

Position: Lead Infant/Toddler Teacher

Accountability: Center Director

Hours of Work: 7:30am - 4:30pm

Location: Westborough

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:**

Manage programming in the Infant/Toddler/Preschool areas in a professional manner that incorporates the culturally sensitive and developmental philosophy of the Children Services department ensuring the highest quality of care for children, as well as compliance with NAEYC standards, DEEC requirements, and health and safety regulations.

### **Responsibilities:**

1. Develop, implement and maintain an environment and curriculum where children can learn and grow at their own pace, interact comfortably with adults, and have the opportunity to participate in individual and group [small and large] activities as appropriate to program area.
2. Supervise staff [in program area] in a supportive manner; encourage positive, effective communication among staff; conduct annual performance evaluations; hold monthly meetings with team members; and schedule staff and substitute coverage to meet DEEC requirements.
3. Develop good relationships with parents through open and consistent communication, planned activities and scheduled parent conferences, and assist Center Director in working with families who are in need of intervention.
4. Notify Center Director and parents of any contagious illness contracted by a child enrolled in the program.
5. Complete progress reports on each child and maintain child records for staff and program, per licensing requirements.
6. Assist in preparing annual budget and manage purchasing for program area within constraints of annual budget.
7. Attend scheduled staff meetings; maintain Health & Safety and CPR certification; complete 20 hours of training each year as required by DEEC.

---

**Qualifications/Skills:**

- Bachelors Degree in Early Childhood Education or related field or must be enrolled in an Early Childhood Education degree program
- DEEC Lead Teacher qualified
- 2 years of supervisory experience
- Strong communication and problem-solving skills
- Experience working with families of diverse backgrounds
- Ability to work with coworkers in a team approach
- Able to handle physical aspects of job including lifting of children

---

**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@ywcacentralmass.org](mailto:HR@ywcacentralmass.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.