

eliminating racism empowering women

ywca

Central Massachusetts

Position: Curriculum Developer/School Age Program Assistant
Accountability: Director of Child Care Services
Availability: Temporary 10 -12 weeks, Monday through Friday 12:00pm-5:30pm
Location: Worcester
CORI Required: Yes

General Function:

Responsible for developing curriculum for 2 afterschool programs and assisting the Director of Children's Services with program enrollments and staff coverage and supervision.

Responsibilities:

1. **Develop curriculum for a multi-site after school program.**
2. **Assist in the scheduling of staff, including substitute coverage, to meet DEEC requirements.**
3. **Supervise school age staff in a supportive manner and encourage effective and positive communication among staff.**
4. **Develop strong relationships with parents through open and consistent communication, an open door policy which encourages parent visits, communication, and regular meetings.**
5. **Work with families in need of intervention and make referrals to outside agencies as needed.**
6. **Maintain records for children and staff in compliance with DEEC licensing.**
7. **Maintain budgeted enrollment for school age program using waiting lists, age appropriate transfers into other groups, referral agencies, and promotional requirements.**
8. **Assist in managing annual operating budget which includes fee collection, processing of EEC/DPH parent applications, fundraising, scholarships, intake and assessment for EEC income eligible slots and management of budgeted expenditures.**

Qualifications:

- Bachelors Degree in Elementary Education or related field
- Two years experience teaching school age children
- 2 years supervisory experience
- Strong communication and problem-solving skills
- Experience working with families of diverse backgrounds
- Ability to work with coworkers in a team approach

How to apply:

If you are interested in applying for any of the above positions please send resume to:

Email: 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.