

**eliminating racism
empowering women**



Central Massachusetts

Position: Substitute Aide
Accountability: Lead Teacher/Teacher
Hours of Work: As Needed/Flexible Scheduling
Location: Positions available in Worcester and 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:

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, DEEC requirements, and health and safety regulations.

Responsibilities:

1. Assist in implementing a curriculum and maintaining an environment 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 including swim, gym and field trips 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. Greet parents daily; communicate information only as requested by supervisor.
5. Assist in maintaining classroom records per licensing requirements as requested.
6. Perform other duties as requested.

Essential job responsibilities are highlighted in bold lettering.

Qualifications:

- Minimum of 17 years of age
 - High school diploma or equivalent with
 - 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.