

**eliminating racism  
empowering women**



**Central Massachusetts**

Position: Toddler Teacher  
Accountability: Lead Teacher  
Hours of Work: 9:00am – 6:00pm; Monday - Friday  
Location: Westboro  
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. 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 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 daily basis regarding progress of their child, participate in parent activities as appropriate, and work with Lead Teacher in working with families in need of intervention.
  5. Assist Lead Teacher in preparing bi-annual progress reports for children in classroom, and in maintaining classroom records as per licensing requirements.
  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:**

- DEEC qualified
  - Bachelor's degree in Early Childhood Education required **or** must be enrolled in an Early Childhood Education degree program
  - 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
- 

**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.