

**eliminating racism
empowering women**
ywca

Central Massachusetts

Position: Substitute Aide
Accountability: Lead Teacher/Teacher
Hours of Work: As needed
Hourly Rate: \$11.50
Location: Westboro
CORI Required: Yes

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/ QRIS requirements, and health and safety regulations.

Responsibilities:

- 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.
- Supervise children in play and structured activities.
- Maintain teacher/student ratios at all times.
- Maintain a safe and clean environment for children; performing light housekeeping duties as needed.
- Greet parents daily; communicate information only as requested by supervisor.
- Ability to follow direction from classroom teacher and communicate any out of ordinary information regarding the children to the classroom teacher.
- Ability to relate with co-workers and parents in cooperative/positive manner.
- Perform other duties as requested and tasks as assigned by supervisor.

Qualifications:

- Minimum 18 years of age
 - High school diploma or equivalent
 - Ability to work with families and children of diverse cultural backgrounds
 - Successful completion of all required trainings
-

How to apply:

If you are interested in applying for 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.