



## YMCA of Simcoe/Muskoka

22 Grove Street West

Barrie, ON

L4N 1M7

**JOB TITLE:** Assistant Teacher  
**DEPARTMENT:** Child and Family Development  
**PLACEMENT:** [Full-Time, Part-Time, Term Appointment, etc.]

### **ABOUT THE YMCA OF SIMCOE/MUSKOKA:**

The YMCA of Simcoe/Muskoka currently serves over 125,000 people in Simcoe County and the Districts of Muskoka and Parry Sound in Central Ontario. The YMCA is one of the largest charities within our service area, providing over \$1.1 million annually of support and access to our programs and services.

With a staff complement of 1200+ full and part-time staff, combined with over 1,000 volunteers and donors, and an operating budget of \$39 million, the YMCA of Simcoe/Muskoka serves over 30,000 annual members and participants through its eight membership centres in Barrie, Collingwood, Gravenhurst, Innisfil, Midland, Orillia, Parry Sound, and Wasaga Beach; 3,000 Child Care families across a number of communities; registers 5,000 day campers in addition to 1000 overnight campers at YMCA Camp Kitchikewana on Beausoleil Island; over 15,000 people through leadership development, outdoor education and family programs at YMCA Geneva Park; and counsels over 20,000 people in several community development programs.

As our Mission Statement affirms, “My Y is dedicated to the growth of all persons in spirit, mind and body, and to their sense of belonging to each other and the global community.” Our Vision for the future is “My Y inspires people to reach their full potential.”

### **GENERAL FUNCTION:**

Under the direction of the Supervisor or Coordinator, the Assistant Teacher will ensure that all YMCA Child and Family Development Programs provide quality care, service and support to the participants and their families. The Assistant Teacher is responsible for the planning and implementation of an age appropriate program designed to meet the developmental needs of the individual children following all legislative requirements from the Ministry of Education to ensure the health, safety and well-being of all children in his/her program.

### **KEY RESPONSIBILITIES:**

- Demonstrate strong support and commitment to the mission and core values of the YMCA of Simcoe/Muskoka and the YMCA in Canada.
- Demonstrate strong support and commitment to serving the membership, facility users and all program participants of the YMCA of Simcoe/Muskoka.
- Models appropriate and professional behaviours in line with our Mission, Vision and Values
- Establishes rapport and maintains effective relationship building behaviours
- Understands and participates in YMCA philanthropic commitments, connects with families and offers opportunities to give, either financially or their personal time, including participation in special events within the centre and the community
- Demonstrates strong support and commitment to community activities, representing the YMCA in a professional manner
- Self manages on-going professional development;

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- Responsible for achieving successful completion of all required trainings in first year of employment which could include YMCA Playing to Learn curriculum phase one trainings, CATCH, YMCA Healthy Child Development
- Attend other YMCA Child and Family Development training programs as required
- Follows the supervision and guidance of the supervisor. Discusses policy or liability with direct supervisor as required.
- Understands and is sensitive to the diversity of the community
- Works to maintain active and effective communication and information networks within the centre, the staff team and with community agencies working with individual children and families
- Adherence to the YMCA Child Protection Policies and Procedures
- Seeks opportunities to deepen connections and increase engagement of parents and children in care, providing further opportunities to get involved in other YMCA programs
- Adherence to all provincial and federal legislation relevant to job description

### Program

- Understands and complies with all legislation, guidelines and policies that pertain to:
  - MEDU Day Nurseries Act Licensing
  - Department of Health and municipal by-laws and regulations
  - Board of Education Occupancy Standards
  - Employment Act Legislation
  - Ontario Legislation as applicable to the reporting of Abuse
  - YMCA Standards, Guidelines and Policies
- Understands and works with centre team to implement a safe, accessible, quality, child-centered program in relation to:
  - YMCA Core Values
  - YMCA Playing to Learn, Extended Day and/or YMCA School Age Curriculum Standards
  - YMCA Child and Family Development Standards
  - Early Childhood Education Principles and Best Practices
  - Community Needs
  - Professional Standards
  - Research
- Assists in creating program plans and setting up centre environments that address each child's identified needs, stage of development and interests, assisting children to make developmental progress. Assists in communicating to parents and supervisor on children's developmental progress.
- Identifies and seeks support to act on opportunities for program enhancement
- Provides consistent supervision throughout the program day and sets up and cleans room to meet the needs of individual children, activities and programs.
- Notification of supervisor if unable to work or arrange for supply staff if required.
- Develops positive relationships and collaborative partnerships with families. Understands each family's specific needs and plans for successful outcomes
- Required to move program equipment both large and small and undertake cleaning duties

### Administration

- Responsible for the administration of accurate daily health checks, attendance records and administration of medication as authorized.

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- Assists in maintaining children's file information, ensuring file and emergency cards are up to date.
- Complete program plans, reports, documentations, daily logs, incident reports as required and follows up with supervisor and parents when appropriate
- Occasional use of computers for administrative support purposes (typing documentations, communication articles, newsletters)

### **JOB KNOWLEDGE/QUALIFICATIONS:**

- Secondary School Diploma
- Minimum of six months experience working with young children
- Current First Aid and CPR Level C Certification
- Current Immunization Record, Clear Tb Test, Medical Note confirming fit to work in Day Nursery
- Capacity to work within a team and be part of a large multi-service, charitable Association
- Flexibility regarding assigned working hours, particularly regarding split shifts
- Ability to establish rapport and demonstrate excellent written and verbal communication skills with children, families, staff, volunteers, community agencies, MEDU representatives, Health and Fire Departments
- Experience and sensitivity in dealing with all members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- Child Protection orientation
- AODA training
- Health & Safety Awareness training
- Bill 168 (Violence & Harassment in the Workplace) training
- Must be able to work flexible hours based on client needs
- Clear Police Reference Check and Vulnerable Sector Screening
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work

*We wish to express our appreciation to all applicants for their interest in this position; however only candidates selected for an interview will be contacted.*

***Please be advised that all offers of employment are contingent upon the successful completion of a Police Records Check and Vulnerable Sector Screening.***

***The YMCA of Simcoe/Muskoka is committed to fair and accessible employment practices. Our goal is a diverse, inclusive workforce that reflects the communities we serve. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the Human Resources department.***

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