



The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Job Title	Float
Reports to	A Child's World Center Director
Supervises	N/A
Date Created	02/20/2011

Job Classification	Non-exempt
Job Type	Part-time
Location	A Child's World
Date Updated	09/11/2017

Job Summary: Assist in the provision and supervision of activities that promote social, emotional, cognitive, and physical development of each child.

Core Competencies:

Safety/Security	Flexibility/Adaptability
Empowerment	Decision Making
Inclusion	Fostering Teamwork
Communication	

Job Duties:

- Assist in the provision and supervision of activities that promote social, emotional, cognitive, and physical development of each child.
- Assist the center director with long-range planning in regards to the program's philosophy and goals of its curriculum.
- Assist in assuring that accurate daily, weekly, and monthly records are maintained.
- Supervise and interact with children in all areas of the program, and have personal contact with each child daily.
- Treat all children with dignity and respect and allow for individuals differences. Provide an atmosphere of acceptance and caring for each child and show as much individual attention as possible to each child.
- Complete all routine tasks with regards to the health and safety of the children and maintenance of the program in accordance with state regulations.
- Maintain an open, professional relationship with all families and staff.
- Assist in providing written and oral reports to parents as needed.
- Observe confidentiality of children, parents, and program.
- Attend and actively participate in staff meetings and agency training.
- Participate in annual training as required by state licensing standards.
- Maintain flexibility with schedule and room assignments.
- Inform teachers of any incidents, communication etc. that may occur in the room.
- Complete department approved basic child care course within 3 months of employment.
- Provide proof of annual required training hours.
- May need to drive 12 passenger van.

- Provide proof of car insurance.
- Provide current certification in CPR and Pediatric First Aid.
- Report any signs of abuse or neglect to Children’s Protective Services.
- Prompt and reliable attendance is required.
- Other Duties as assigned.

Qualifications:

- Be at least 18 years of age.
- Must comply with all state licensing standards.
- Desire and ability to work within teaching team and center team framework.
- Must have experience in and demonstrate good overall organizational and communication skills.
- Meets all background check requirements.
- If required, must have a valid driver’s license with proof of current insurance and insurable record.
- An understanding of, appreciation for, and support of the mission of the YWCA Cass Clay, which is eliminating racism and empowering women.

Requirements:

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential job functions of this position. While performing the responsibilities for this position, the employee is required to sit, walk, and carry continually, stand frequently, and climb stairs, climb, twist at waist, bend, push, squat, kneel, stoop, crouch, reach overhead and drive occasionally. Standing in place is performed frequently and sitting at desk is occasional. Repetitive keying, data entry, wrist motion, and reaching above the shoulder is occasional. This employee will be required to lift up to 10 lbs. from shoulder to overhead, carry up to 20 lbs. continually, carry up to 40 pounds occasionally and push and pull up to 10 lbs.

The description above provides the general nature and level of work being performed by those assigned to this position. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I have reviewed and understand this job description and can perform the above duties with or without reasonable accommodation.

Signature: _____

Date: _____