



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **LEAD TEACHER – VIRTUAL LEARNING CENTER** Pay Range: \$12-\$14/hr
Leadership Level: Leader 5 FLSA Status: Non-Exempt
Status: F/T Department: Youth & Family
Reports to: Site Supervisor Revision Date: 7/30/20

In these uncertain times, the YMCA is needed now more than ever, and we need your help! We are looking for great staff to join our new Virtual Learning Program at the Brooks Family YMCA this fall to assist working parents out there that are unable to stay home with their children and supervise their virtual classes.

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for all students and implements program enrichment of the Virtual Learning Center. Supervises and builds relationships with students. Helps maintain a quiet classroom environment and keeps children on task as they complete their remote learning assignments. Provides a quality experience to children that focus on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

- Able to work between 8am-5:30pm, Monday-Friday.
- Implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
- Creates an atmosphere that is fun, safe, friendly and challenging.
- Mentors and models responsible behavior while leading children in the Virtual Learning Center.
- Models and facilitates relationship-building skills in all interactions and maintains positive relationships with students, parents, school staff and other YMCA staff.
- Implements enrichment activities with the students.
- Ability to perform both indoor and outdoor activities.
- Adheres to program standards including safety and cleanliness.
- Supervises the children, classroom, and all activities and maintains group control.
- Maintains program site and equipment.
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintains compliance at all times.
- Attends and participates in all program activities and team meetings.
- Actively seeking to continuously update skills by attending outside workshops and constantly whenever possible, by becoming active in professional organizations and constantly seeking new ideas and materials.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Meets educational and experience qualifications established by the Department of Social Services Division of Licensing.
- At least 18 years of age.
- At least one year of experience working with children in a developmental setting preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- Participation in required in-service training annually.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to plan, lead and participate in activities.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.

SIGNATURE:

I have reviewed and understand this job description.

Employee Name (please print)

Employee Signature

Date: