Title: After School Program Leader   **Department: Childcare**   **Reports to: Childcare Director**
Revised: March 2017

GENERAL FUNCTION: Responsible for planning and executing an educational program for a group of children in accordance with the purpose and goals of MDI YMCA's Childcare Program; to ensure the individual needs of each child are met with dignity and respect; to ensure that all safety procedures are followed according to the Y's policies and procedures; and to model, practice and carry out Y values of Caring, Honesty, Respect and Responsibility in all aspects of job performance and in their relationships with others.
ENTRY REQUIREMENTS: Must be 18 years of age and must meet Y and Department of Human Services requirements.

JOB REQUIREMENTS
- Professionally prepared as a teacher of young children, especially in the field of School Age Education or Development.
- Have appropriate communication skills to deal with parents, children and other staff.
- Have a CDA (Child Development Associate) Credential with at least one year of experience working with preschool children (or working towards a CDA).
- Obtain CPR and First Aid certification within three months of hire.
- Meet all qualifications as stated in the State of Maine Licensing Handbook.
- Work toward achieving 15 hours of training per year.
- Complete Child Abuse Prevention training and Basic Water Safety training.
- Understand the difference between discipline and punishments.
- Register in MRQ (Maine Roads to Quality) within first three months of hire.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Responsibilities will include, but will not be limited to, the following:
- Create an atmosphere of Respect, Responsibility, Caring and Honesty in all childcare programs.
- Treat all children with dignity and respect. Be a positive role model at all times.
- Plan, supervise, and implement the program for the class in accordance with the policies and philosophy of the Y.
- Supervise and promote activities geared to meet the needs of individual children and designed to enhance the healthy emotional, social, intellectual, and physical development of each child enrolled at the center.
- Maintain daily open communication with parents. Communicate frequently with parents informally, with periodic notes and verbal communication as well as a Parent Newsletter at least monthly.
- Maintain confidentiality and a professional attitude and loyalty to the YMCA at all times (keep all appropriate records such as accident/incident reports, child behavior reports and any anecdotal records).
- Be responsible for the ordered arrangement, appearance, decor, and learning environment of the classroom and its learning centers.
- Follow Child Abuse Prevention Policy and guidelines.
- Maintain a safe and healthy environment and plan a weekly nutritious snack menu.
- Assist with supervision of Assistant ASP Teacher, aides and volunteers in the classroom.
- Encourage assistants to contribute to curriculum planning.
- Meet all applicable licensing regulations.
- Plan and implement appropriate early childhood education experiences with a variety of materials in the fields of art, music, literature, science, math, etc.
- Attend all required staff meetings and training.
- Report any concerns, incidents or accidents to the Childcare Director immediately.
- Other duties as assigned.

PHYSICAL/MENTAL REQUIREMENTS: Must be patient and able to make sound judgments for dealing with children in a timely manner on a daily basis. While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. Employee is frequently required to reach with hands or arms and to stand, walk, balance, kneel, crouch and crawl.
Must be able to lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

I understand and agree to the terms outlined in the above job description.

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Signature   Date   Print Name   Date