



TITLE: Child Care Program Assistant

RESPONSIBLE TO: Child Care Site Director

JOB SUMMARY: Responsible for leading group activities and assisting the Child Care Site Manager to ensure program objectives are met

MAJOR RESPONSIBILITIES: Assists the Child Care Site Manager to ensure proper supervision of the children.

Safely leads children in indoor and outdoor activities to reduce the potential of injury or accident.

Serves nutritious snacks at scheduled mealtimes.

Identifies and reports major problems to supervisor for proper resolution.

Subscribes to and supports the YWCA Purpose and One Imperative.

Performs other duties as required.

WORKING RELATIONSHIPS: Cooperates with other YWCA staff, school personnel and parents.

QUALIFICATIONS: High School Diploma or equivalent.

KNOWLEDGE / SKILLS: Skills in arts and crafts, music, and sports. Ability to work with children and follow instructions.

CLASSIFICATION: Program Aide II (non-exempt)

childcare@memphisywca.org
Attn: Anna Bagley
Child Care Coordinator
766 South Highland Street
Memphis, TN 38111
Closing date is August 6, 2021

Approved Personnel Committee 11/17/93

Revised Per DHS guidelines 7/13/00