



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Substitute Teacher**

Job Status: **On Call**

Departments: **Child Enrichment Center  
and Harbor Montessori School**

Reports to: **Director of Child Enrichment**

Revision Date: **January 26, 2016**

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit organization committed to strengthening the community through youth development, healthy living, and social responsibility.

This position will help to create an inviting program for all families and a stimulating and nurturing environment, and will be respectful to all staff, children, and families who are part of our child enrichment programs.

It is the goal of the Y that all positions will feel invited to create a program known for its attention to individual children's and families' needs, for its nurturing of children in ways that help them develop into confident and caring adults, and in doing so, help the Y meet its mission of building strong families and strong communities.

### SPECIFIC JOB RESPONSIBILITIES:

- Assists in implementing developmentally appropriate curriculum in cooperation with Head Teachers and within established early education guidelines, reflecting children's ages, interests, and needs, and implements strategies deemed the best practices in early education.
- Supervises the children, classroom, and all activities to assure safe practice, and makes ADA accommodations where appropriate. Follows all YMCA procedures and standards.
- Speaks to all children in ways that are respectful of their emotions, in voices that invite children to listen and not feel overpowered, and in words that send clear and consistent messages.
- Respect parents' and families' and co-workers' right to privacy and confidentiality.
- Maintains the classroom in an orderly fashion which is clean and not cluttered. Cleans equipment, shelves, toys, and supplies as needed. Monitors the classroom for maintenance issues and supply needs, and communicates the same to the Director.
- Assists with cleaning and maintaining common areas as needed to assure children and families are entering a welcoming environment.
- Works with other team members to maintain required program records, such as attendance, meal counts, and cleaning and safety checklists.

- Assists in all classrooms as needed to contribute to the operation of the Center within licensing guidelines.
- Adapts to scheduling needs of the Center.
- Honors the fact that Y staff is always representing the Y in daily professional and personal activities.
- Performs other duties as assigned.

### **YMCA COMPETENCIES (Team Leader):**

*Mission Advancement:* Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

*Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Operational Effectiveness:* Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **JOB QUALIFICATIONS:**

#### **Critical Capabilities:**

- This position requires excellent communication skills and the ability to demonstrate verbally and through role modeling a sound knowledge of developmentally appropriate teaching and caregiving.
- This position requires the ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- This position requires the ability to respond to safety issues and emergency situations.
- If hired, this position may require completion of the certain Y program-specific training.
- All staff members are hired for a probationary period of three months during which employment may be terminated due to lack of necessary effort, experience, or job skills.

**Work and Education Experience:**

- Candidate must have at least 6 months experience in the field of early childhood care and education.
- Must also meet all requirements in the state of Maine Rules for the Licensing of Childcare Facilities, as follows:

All staff shall be at least eighteen (18) years old.

All staff shall have a high school diploma or equivalent or be attending high school or be enrolled in a GED (General Educational Development) preparation program.

All staff shall demonstrate the following: The ability and willingness to comply with all applicable laws and rules; The ability to provide safe and compassionate services; and a history of honest and lawful conduct.

**PHYSICAL DEMANDS**

This position requires sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

I have read and understand the duties and responsibilities of the Teacher position and agree to abide by the spirit and intent of this job description.

**HOW TO APPLY**

Send resume and cover letter to:  
Amy Henderson  
[ahenderson@brymca.org](mailto:ahenderson@brymca.org)

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