

Position Description

Job Title: Assistant Teacher for Summer Robotics Enrichment Program

Department: Youth Programs

FLSA Status: Non-Exempt - Part time

Reports To: Director of Childcare and Youth Programs

Position Summary:

The Assistant Teacher position is responsible for providing a safe, caring and nurturing learning environment for children enrolled in the YWCA Princeton Summer Robotics Program. The Assistant Teacher is responsible for conducting themselves in an appropriate manner by being a positive role model for children, co-workers, and parents/guardians in alignment with The YWCA Princeton Mission Statement. Assistant Teachers are responsible for complying with all licensing standards and regulations as well as adhering to YWCA Princeton policies & procedures. The Assistant Teacher is responsible for supporting the Lead Teacher in planning, implementing, and leading groups of children in assigned activities as well as ensuring the safety of children in our care. Hours of availability are 8am-4pm.

Primary Duties and Responsibilities:

- Support the Lead Teacher in planning, implementing, and leading groups of children in Robotic activities
- Assist with planning, monitoring and implementation of the Robotics Curriculum Daily
- Ensure the safety of children in your care
 - Ensure all supplies & necessary equipment are in the classroom each morning
 - Follow New Health & Safety protocols related to Covid-19. (Maintain safe and sanitary use of all classroom equipment and supplies).
- Support compliance with all state regulations related to maintenance of the New Jersey Child Care Center License and with the mission of the YWCA Princeton
- Effectively help children engage in enrichment activities, model respect towards staff and children, and encourage an appreciation & respect of cultural differences among the people we interact with every day
- Help with set up at the beginning/end of each day, greeting children and parents/guardians, maintain proper sign-in/sign-out procedures and to help children maintain personal space

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- To communicate with the Lead Teacher regarding group/individual management issues as they arise among the children
- To attend staff orientation, trainings & comply with all new health & safety protocols professional development, and program evaluations as requested
- To be ready to carry out procedures in the Emergency Plan including Fire Drills & Lock Down
- To carry out any other assignments as directed by Director of Childcare & Youth Programs

Skills and Requirements:

- A minimum age of 16 years old or a minimum High School Diploma or related life experience
- A minimum of one year experience in robotics or STEM related field
- A desire to work with children in a preschool -school age setting (ages 4-8 yr. old)
- Must be reliable, detail oriented, motivated and personable
- Able to work well with a team of others and possess excellent verbal and written communication skills
- Be able to work flexible hours as needed Monday-Friday(8am-4pm)
- Required fingerprint/background check and CARI FORM prior to start date in compliance with New Jersey State Department of Child and Family Services
- First Aid, CPR and AED certified (certifications can be earned upon hire within 90 days)

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read, prepare and review a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting for extended periods of time.

For more information about the job description & responsibilities, please contact Tara O'Shea, Director of Childcare & Youth Programs at: toshea@ywcaprinceton.org or call 609.497.2100 x325. Resumes should be sent to toshea@ywcaaprincedon.org.

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