

Position/Title: **EDUCATOR**  
Classification: Non-Exempt/Part-time 16-20 Hours – 40 hours during summer vacation and school holidays  
Reports To: Site Director  
Location: Arlington Mills, 530 Broadway Street, Lawrence, MA 01841  
Compensation: Based on experience and Agency guidelines

## **ABOUT THE YWCA**

The YWCA of Greater Lawrence is a social change organization which exists today for the same reasons it was founded back in 1892: to assure that women have the tools, skills and opportunities needed to become and remain personally and economically self-sufficient. Behind every one of our milestones is a story, a journey and an unwavering commitment to improving the lives of women and their families. The breadth of our offerings is great, with every program and service molded to our mission of helping to foster peace, justice, freedom and dignity for all. Each year we serve over 15,000 people from our Lawrence, Haverhill, Lynn and Salem, NH locations, where people know they can turn for caring, compassionate and highly skilled support.

## **POSITION SUMMARY**

The Educator is responsible for the direct care and teaching of children enrolled in the program.

## **ESSENTIAL FUNCTIONS**

Responsibilities include but may not be limited to the following:

- Recognize and protect children from any hazards that are a threat to their physical safety and their emotional well being;
- Directly nurture and encourage and engage with children by providing them with a variety of learning and social experiences appropriate to their age;
- Participate actively with other staff in the planning process, and the development and implementation of written lesson plans;
- Be aware of all state requirements and emergency procedures and notify the Director if you notice a violation or have concerns;
- Be responsible for the overall condition of your classroom, eating areas, and other program space that you use on a regular basis (i.e. safe, clean, neat);
- Maintain accurate records and statistical information that may be required by your Supervisor and submit written reports as assigned;
- Attend scheduled staff meetings and increase your childcare skills and competence by taking advantage of ongoing training opportunities.
- Please refer to the staff handbook for further details of your job requirements.

## **CLASSROOM MANAGEMENT**

The Youth Educator's role is to design the classroom to promote interesting areas that are well organized, attractive and rotated regularly.

## **PARENT INTERACTION & COMMUNICATIONS**

The YWCA provides childcare to parents so that they may work and become economically self-sufficient in order to provide for their family. It is the responsibility of the Educator to nurture and maintain open lines of communication with parents, provide support and referral services as needed, and to act as a resource to the parent when needed.

## **CURRICULUM & OBSERVATION**

The curriculum is a way to ensure that the Educator is intentional in planning a daily schedule that maximizes children's learning through effective use of time, materials used for play, self-initiated learning, and creative expression.

## **QUALITY COMPLIANCE**

The YWCA is committed the providing the highest standard of quality care and education to the children we serve. The Educator is responsible for providing a safe and developmentally appropriate program in accordance with all relevant legislation, policies and procedures.

## **PROFESSIONAL GROWTH & DEVELOPMENT**

To meet the highest program standards staff must possess the skills and education to provide those services. The YWCA is committed to supporting the individual professional growth and development of our employees. Educators are expected to engage in as many educational activities as possible to build their skills and further their professional goals.

## QUALIFICATIONS

- A genuine love of children and a personal commitment to making a difference in their lives;
- Documented experience working with grade school children and the ability to plan and carry out age appropriate activities;
- Dependable and efficient with strong planning and organizational skills;
- A non-judgmental attitude and a sensitivity to children who have behavior problems and to parents who may lack appropriate parenting skills;
- The ability to adapt to change, perform multiple tasks, and work independently with minimal supervision;
- An outgoing and enthusiastic personality who enjoys working with others;
- Current first Aid/CPR Certification (or within 3 months of employment)
- Bilingual/Bicultural (Spanish) preferred.

## Must Have

- Must meet the requirements established by the MA. Dept. of Early Education & Care (EEC)

## PHYSICAL/MENTAL DEMANDS

Work requires lifting up to 50 pounds, sitting, standing for extended periods of time, stooping, bending at the waist, kneeling, or reaching to work at the children's level, walking, climbing, finger dexterity, hearing and seeing. Work requires a high level of patience and concentration while working with children.

Work is varied in nature and is performed with frequent interruptions and some emergency situations, which demand the ability to respond immediately, calmly, effectively, and efficiently.

It is expected that all professional staff will function as self-directed members of a team. The activities and performance of the individual in this position shall meet appropriate professional standards and be in keeping with the philosophy and purpose of the YWCA of Greater Lawrence.

The physical and mental 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.

This document does not create an employment contract implied or otherwise, other than an "at will" relationship.

The YWCA of Greater Lawrence is an equal-opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, relation or national origin.