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# EARLY LEARNING JOB DESCRIPTION

**Job Title:** Substitute Teacher

**Compensation:** \$11.50/hour

**Status:** Part-Time

**Department:** Early Learning

**Reports to:** Director of Early Learning

**Revision Date:** 9/26/2018

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## POSITION SUMMARY:

The Whatcom Family YMCA in downtown Bellingham is currently hiring part-time substitute staff for our early childhood program. Subs work in all of the early childhood classrooms (infant, toddler, preschool, and drop-in childcare), filling in for teacher's illnesses, time off, etc.

This is a flexible and fun position that allows you to work with all age groups. This position can also be worked around your school schedule!

We are VERY much in need of people who have some large chunks of availability, 3+ hours (between 6:30am and 6:00 pm, M-F), and who are very open to working the entire school year and beyond. Our current substitute pool participants are nearing the end of their programs and are increasingly busy, so we need to add new members to our team!

If you love to work with children ages 1 month to 6 years, but don't want to commit to a permanent job schedule, please check out the job requirements below and apply!

Schedule varies based on YOUR availability (a lot more hours during holiday/summer times)

## JOB RESPONSIBILITIES:

1. Helping the lead and assistant teachers to implement a curriculum incorporating literacy, math, science, creative arts, and character building for young children.
2. Helping the lead and assistant teachers to teach classroom material in large group activities, small group activities, circle time, etc.
3. Helping to maintain a clean and organized environment for children, families, and staff.
4. Facilitating parent communication with greeting and welcoming parents upon pick up, as well as communicating with parents about their child's day in the classroom.
5. Helping to maintain a consistent daily schedule with smooth transitions, classroom organization, schedule of events, etc.
6. Keep a safe and healthy environment for the children while continuing to uphold all licensing standards.
7. Maintaining a flexible schedule and ability to move into any classroom as needed.

### Whatcom Family YMCA

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