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| 2247 Lake Avenue,  Ashtabula, OH 44004  PH-(440) 994-1234 | EMPLOYER  JOB ORDER FORM | **PLEASE EMAIL THIS FORM TO:**  **Hattie Grubke-Barnard**  **Email:** Hattie.Grubke-Barnard@jfs.ohio.gov  **Phone: 440.994-2508** |

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| Company | COMPANY NAME **Ashtabula County Family YMCA** | ADDRESS / CITY / ZIP CODE **263 West Prospect Rd**  **Ashtabula, Ohio 44004** |
| CONTACT NAME/TITLE **Annette Griffin** | EMAIL ADDRESSagriffin@ashtabulaymca.org |
| PHONE NUMBER **440-997-5321** | FAX NUMBER440-992-5899 |
| FED ID NUMBER 34-0726066 | DATE |

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| Position(s) Available | JOB TITLE Geneva Elementary School Age Program Lead Teacher | | | | | | | WORK ADDRESS  **Austinburg Elementary School**  **3030 SR-307**  **Asutinburg, OH 44010** | | | | |
| OPEN DATE | | CLOSE DATE (OMJ can only run an order for 30 days \*) | | | | | | MIN HRS/WEEK  27.50 | | MAX HRS/WEEK  32 | |
| MINIMUM SALARY $ per hour  10 | | | | MAXIMUM SALARY $ per hour    11 | | **NO. OF OPENINGS**  **1** | | MAXIMUM NO. OF REFERRALS | | **SELECT ONE**  FT xPT SEAS TEMP | |
| **SELECT WORKDAYS**  SUN x MON x TUE x WED x THU x  FRI  SAT | | | | | | | | **SELECT SHIFT(S)**  1ST   2ND   3RD x SPLIT  ROTATING | | | |
| CHECK IF REQUIRED PRIOR TO HIRE FOR THIS POSITION: x Background Check  Drug Screen  Driver’s License | | | | | | | | | | | |
| **POSITION SUMMARY:** This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for the children in the classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.  Applications are now being accepted for the 2022-2023 school year.  A $150 quarterly bonus is currently being offered.  **JOB DESCRIPTION**  1. Implements curriculum within the established guidelines. 2. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families. 3. Supervises the children, classroom, and all activities including ADA accommodations where appropriate. Follows all procedures and standards. 4. Makes ongoing, systematic observations and evaluations of each child, documenting informal assessment of the school age child. 5. Cultivates positive relationships, conducts parent conferences, and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA. 6. Maintains program site and equipment. 7. Maintains required program records. 8. Attends and participates in family nights, program activities, staff meetings, and staff training. 9. Maintains knowledge of and compliance with ODJFS rules and Step Up to Quality requirements. 10. Maintains a safe and clean environment at all times.The program follows CDC guidelines as updated. 11. Attends in-service trainings and continuing education to maintain certifications. 12. Performs other duties as assigned. | | | | | | | | | | | |
| BENEFITS x  401K x Childcare x  Dental x  Educational Assistance x Health Insurance  Paid Holidays x Retirement Benefits  Sick Leave  Vacation  No Benefits | | | | | | | | | | | |
| APPLICANTS WILL APPLY FOR POSITION BY CONTACTING:x OhioMeansJobs  EMPLOYER by:  Phone, Fax,  Mail,  Email,x  Apply online, In-personAshtabula County Employer Contact Info: Annette Griffin | | | | | | | | | | | |
| PUBLIC DISCLOSURE x **FULL DISCLOSURE  NON-DISCLOSURE (Only job description, title, skills, wage, hours viewed by**  **(Name of Employer will be advertised) the public. Employer name will NOT be advertised to the public.)** | | | | | | | | | | | |
| Applicant | DESIRED SKILLS (3-5 key skills sets required) Computer Skills-Word, Excel  Communication Skills- Verbal/Written | | | | | | | | | | | |
| EXPERIENCE REQUIRED:\_\_\_\_ \_\_MONTHS\_\_\_ \_1\_ YRS. | | | | | * 1. Must possess at minimum an Associate's Degree and at least two years accredited training in child development or early childhood education, or two years related experience and be approved by Child Care Licensing Specialist. 2. At least 18 years of age. 3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date. 4. Previous experience working with children in a developmental setting preferred. 5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities. 6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds. 7. Employment contingent upon successful completion of FBI/BCI Criminal Background Check and required employment physical. 8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA). * The physical 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. * Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children’s activities. | | | | | | |
|  | | **ONET CODE:** | | **ONET TITLE:** | | | | | | **OMJAC STAFF:** | | **ASSIGNED JOB ORDER NUMBER** |

*Rev 10/14/15* ***\* Please note if you would like the order run again after 30 days contact OMJAC.***