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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 School Age Program Assistant Teacher | | | | | | | WORK ADDRES  **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  30 | |
| MINIMUM SALARY $ per hour  Min Wage | | | | MAXIMUM SALARY $ per hour    10 | | **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. With direction from the lead teacher/site director, the assistant teacher helps provide instruction to the children in the classroom and assists in implementing the program curriculum. Applications are now being accepted for the 2022-2023 school year.  A $100 quarterly bonus is currently being offered.   1. **JOB DESCRIPTION**  1. Help implement the curriculum within the established guidelines. 2. Nurtures children through purposeful programming dedicated to building achievement and belonging in 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. Assists in making ongoing, systematic observations and evaluations of each child, documenting informal assessment for the school age child. 5. Cultivates positive relationships, assists with parent conferences, and helps maintains effective communication with parents. 6. Helps maintains program site and equipment. 7. Gathers information for 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. Attends in-service trainings and continuing education to maintain certifications. 11. Maintain a safe and clean environment at all times. The program follows CDC guidelines as updated.   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. | | | | | Help implement the curriculum within the established guidelines. 2. Nurtures children through purposeful programming dedicated to building achievement and belonging in 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. Assists in making ongoing, systematic observations and evaluations of each child. 5. Cultivates positive relationships, assists with parent conferences, and helps maintains effective communication with parents. 6. Helps maintains program site and equipment. 7. Gathers information for 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. Attends in-service trainings and continuing education to maintain certifications. 11. Performs other duties as assigned. WORK ENVIRONMENT & PHYSICAL DEMANDS • 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. • Ability to plan, lead and participate in 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.***