

# Assistant Preschool Teacher

Auburn YMCA WEIU

Auburn, NY 13021

Assistant Teacher

Part-time

Onsite

\$16.00 - \$17.00 an hour

Posted on February 10, 2026

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## Organization Statement

**Want to make a positive difference in the lives of other people? Come work for the Auburn YMCA where meaningful relationships are made every day. Y employees receive a free membership and other benefits!**

## Job Description

General Functions:

Under the direction of the ELC Childcare Director, the Assistant Teacher is responsible for assisting the Lead teacher with all activities in the classroom and maintaining a quality classroom environment that promotes the safety and well being of the children. This position strongly impacts the way the YMCA accomplishes its mission. An assistant teacher is committed to promoting an environment that teaches values; is healthy; safe and provides an opportunity for positive growth experiences.

A quality program will:

- Promote safe and age-appropriate activities.
- Maintain and further the positive image of the YMCA within the community.

## Responsibilities

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- Maintains a safe and healthy classroom.
- Assists the Lead Teacher with any classroom activities as directed.
- Builds children's self-esteem and provides a secure and safe environment at all times.
- Ensures all children are properly supervised at all times.
- Has thorough knowledge of emergency procedures.
- Maintains confidentiality within the program/classroom.
- Participates in YMCA and community events involving the program.
- Supports the Lead Teacher at all times in the classroom.
- Attends regular staff meetings and required in-service trainings.
- Strongly encouraged to attend all meetings that are required by the Lead Teacher.
- Adheres to policies and procedures of the Auburn YMCA, Quality Stars NY, and OCFS.
- Integrates special needs children in a positive and respectful manner.
- Supports the Mission of the YMCA through volunteering, fundraising, and development of youth.

## Qualifications

## Assistant Teacher

Auburn, NY

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## **Requirements**

### Qualifications:

- Child Development Associate, or a plan to obtain within one year. Failure to do so will result in a position change, and you will not be able to carry the title without one moving forward.
- Prior experience working with children.
- Be a team player able to effectively use verbal, listening and communication skills.
- Be reliable, respectful, flexible and fair.

### Requirements:

- Must have a satisfactory background check per NY Statewide Central Register Database, OCFS, and NYS Justice Center standards. These checks must be renewed according to regulation.
- Must present a signed physician's statement and TB test upon hire.
- Must complete a minimum of 20 hours of training each year. (15 hours must be completed within the first 6 months of hire)
- Your position allows you 8 unpaid days/year without penalty. Once the 8 days has been exhausted, Assistant Teachers will be subject to the YMCA attendance policy. Days can be taken in half day increments. Being late will count as a half day absence.
- Your expected hours of work will vary depending on the age of the children that you are teaching. All hours will be between 8:30am – 2:30pm Monday – Friday. Your specific hours will be provided to you in your offer letter. Additional hours will be needed for trainings and meetings that are required throughout the year.
- Maintain CPR/1st Aid at all times.

### 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
- While performing the duties of this job, the employee is regularly required to communicate with staff, program participants and parents.

- The employee regularly moves about the building while supervising children.
- The employee may occasionally lift or move up to 10 pounds.
- Specific visual acuity includes the ability to distinguish colors, have depth perception and visual clarity sufficient to recognize program participants from 80 feet away.

#### Work Environment:

- The work environment is mostly indoors in a temperature-controlled environment. When out of doors the work environment is subject to temperature extremes and insects.
- The noise level in the work environment is moderate.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** CDA Credential

#### Application Instructions

Apply Here: <https://recruiting.paylocity.com/recruiting/jobs/All/35218b96-28f4-46d5-bb9a-53fb2e91cdb4/Auburn-YMCA>