

Y's Kids Application

Name: _____

Email Address: _____

Phone Number: _____

Position(s) Applying for: (please indicate 1st and 2nd choice)

_____ **Y's Kids On-Site Supervisor**

_____ **Y's Kids Program Assistant**

All job descriptions are attached to this job application

Will you be taking any classes during the school year? Yes No

If so, what days and times? _____

Availability: (please shade in the times you are available to work)

This availability will be used for scheduling until the end of the Y's Kids program. If availability needs to be changed, you must set up a meeting with the Childcare Director or Assistant Childcare Director. More hours will be available for those with more availability.

	6:15	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													

All time off requests must be submitted at least 2 weeks in advance from the day(s) you request off.

Requests made after that timeframe will be considered unexcused absences unless you have **written approval** from the Childcare Director or Assistant Childcare Director. You are responsible for finding a sub for your shift.

Are you able to work the required **two** Friday's a month? Yes No

If so, what shift would work best for you? AM PM All Day

Applicants Signature

Date

Return to:

YWCA Childcare Director

425 Lafayette

Waterloo, IA 50703

Y's Kids Application

Date _____ Phone: _____ Email: _____

First Name: _____ Middle Name: _____ Last Name: _____

Present Address _____ City _____ State _____ Zip _____

Permanent Address _____ City _____ State _____ Zip _____

Dates available for work? _____ Position applying for _____

***** Off-Site Supervisor position must have open availability Monday - Friday for both
AM (6:20-9:00) and PM (3:30-6:00) shifts.**

Schools Attended	City/State	Dates	Major/Subject	Degree

List any previous childcare experience.

List any training or special courses taken in recreation/child education.

List any experience working with children.

Other special training

References: List three people other than family members or friends who know your qualifications and abilities in relation to getting the position you want. Use former employers, if possible.

Name	Complete Address and Phone Number	Occupation
1.		
2.		
3.		

What is your present occupation?

Certifications

	Yes	No	Expired
Red Cross Multimedia First Aid			
Red Cross Standard First Aid			
Red Cross Advanced First Aid and Emergency Care			
Red Cross or American Heart CPR			
Red Cross Advanced Lifesaving			
Red Cross WS Aide			
Red Cross WSI			
Child Abuse			

How well do you swim? () very well () well () fair () non-swimmer

List the extra-curricular activities/groups in which you participate. Include any honors or offices held. Include your hobbies.

If you were asked to help with any of the following typical camp activities, how would you rate your skill and leadership ability? Circle activities you could lead, underline activities in which you have partial skill or experience.

Singing New Games Swimming Water Games Plants Animals/Insects Birds Arts
Storytelling Environmental Education Puppetry Drawing Hand Painting Field Trips Reading

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Others (please list)

Describe your overall ideas in relation to working with children.

Have you had experience in dealing with children from various income levels and/or backgrounds?

What other qualifications or information would you like to have considered in this application?

Have you ever been investigated for a charge of child abuse or neglect with the result being that the case was founded (that the investigating parties determined that you had committed abuse or neglect)?

Yes

No

If you answered yes, give detailed summary of the incident that includes dates, type of abuse, recommendations from investigating authorities, etc. Use a separate piece of paper if necessary.

Work Experience -Please fill out all previous employment below, or attach your resume.

Title of Position _____ Name of Business: _____

Address

City

State

Zip

Phone

Supervisor's Name

Position

Date employed: From (Month/Year) _____ To (Month/Year) _____ Hours worked per week _____

Major responsibilities:

Reason for leaving:



Title of Position _____ Name of Business: _____

Address	City	State	Zip	Phone
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Supervisor’s Name	Position
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Date employed: From (Month/Year) _____ To (Month/Year) _____ Hours worked per week _____

Major responsibilities:

Reason for leaving:



Title of Position _____ Name of Business: _____

Address	City	State	Zip	Phone
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Supervisor’s Name	Position
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Date employed: From (Month/Year) _____ To (Month/Year) _____ Hours worked per week _____

Major responsibilities:

Reason for leaving:

Title of Position _____ Name of Business: _____

Address _____ City _____ State _____ Zip _____ Phone _____

Supervisor’s Name _____ Position _____

Date employed: From (Month/Year) _____ To (Month/Year) _____ Hours worked per week _____

Major responsibilities:

Reason for leaving:

Title of Position _____ Name of Business: _____

Address _____ City _____ State _____ Zip _____ Phone _____

Supervisor's Name _____ Position _____

Date employed: From (Month/Year) _____ To (Month/Year) _____ Hours worked per week _____

Major responsibilities:

Reason for leaving:

The YWCA has an obligation to the public to employ those who will maintain public confidence and goodwill. Therefore, the YWCA may conduct investigations including verification of prior employment and education. By signing this application, you give permission of the YWCA to contact your present and/or previous employers and your references. Additionally, by signing you authorize the YWCA to make these investigations, and you indicate your awareness that misrepresenting or omitting information may be reason to disqualify you for employment or, if employed, may result in your dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

_____	_____
Signature	Date

YWCA Black Hawk County

Job Description

Title: Childcare On-Site Supervisor

Responsible to: Childcare Director and Assistant Childcare Director

Status: Part-time, Non-exempt

Job Summary: This is an academic year position. This position is primarily responsible for directing a school age childcare program. With support from the Childcare Director and Assistant Childcare Director, the On-Site Supervisor is responsible for all aspects of maintaining a quality, safe, caring environment in the before and after school programs.

Responsibilities:

1. Represent, advocate, and always communicate the mission and philosophy of the YWCA to the community.
2. Always maintain a safe environment through adherence to Iowa Department of Human Services Child Day Care Licensing Standards.
3. Actively plan and implement creative, age-appropriate program/curriculum
4. Actively promote and model positive interaction, communication and conflict resolution skills with children, families, and community.
5. Promote and ensure strength based, culturally appreciative, non-judgmental, child and family friendly environment and programming.
6. Train and supervise Program Assistants.
7. Maintain positive working relationships and on-going communication with all school personnel and other community agencies.
8. Attend and participate in all scheduled staff meetings.
9. Attend relevant training opportunities to stay current in all best practice trends.
10. Demonstrate cultural competence and apply to everyday lessons and activities.
11. Complete and maintain accurate records on all participants.
12. Complete and maintain accurate statistics on attendance, submitting to the YWCA by posted deadline.
13. Gather, store, and manage food and other program supplies, ensuring that sites are always stocked with necessary supplies.
14. Maintain clean, sanitary environment for children.
15. Assist with regular surveying of program users and collaborators.
16. Communicate all relevant information to Childcare Department and to YWCA front office.
17. Supervise one or more no-school playdays at the YWCA during breaks, conferences, and early dismissal days from school.
18. Provide staff coverage at other sites as needed (sub)
19. Actively promote YWCA programs in the community
20. Other duties as assigned by the YWCA Childcare Director and Assistant Childcare Director

Schedule: This position is Monday – Friday, split shift schedule. There is some variance depending on site assignment. A typical week could be:

<u>Day</u>	<u>AM</u>	<u>PM</u>
Monday	6:15-8:45	3:30 – 6:00
Tuesday	6:15-8:45	3:30 – 6:00
Wednesday	6:15-8:45	3:30 – 6:00
Thursday	6:15-8:45	3:30 – 6:00
Friday	6:15-8:45	3:30 – 6:00

Employees are not required to work all these shifts.

The On-Site Supervisor will be allowed 2-4 planning hours per week to complete necessary job requirements.

Job Qualifications:

- Education and experience in a field related to children and youth are required. A B.A. in elementary education, recreation, early childhood education, child development or related field is preferred.
- Minimum of one-year proven experience working in childcare and/or related field.
- Must be currently certified (or become certified within 30 days of employment) in First Aid, AED, CPR, Mandatory reporting of child abuse, Blood Borne Pathogens, as well as obtaining yearly continuing education hours as related to the school age field.
- Ability to successfully pass the State of Iowa criminal records background check for childcare providers.
- Must be able to stand for prolonged periods and frequent bending.
- Must be able to lift up to 50 pounds at a time.
- Must be able to tolerate outdoor heat and humidity.

YWCA of Black Hawk County

Job Description

Title: Childcare Program Assistant

Responsible to: Childcare Directors and Assistant Childcare Director

Status: Part-time, Non-exempt

Schedule: Monday - Friday

Job Summary: This is an academic year position. Provides for the care and safety of preschool and school-aged children participating in Y's Kids childcare program. To assist in the development and implementation of a professional, safe, respectful, caring, activity-oriented, child-centered, age-appropriate childcare program for an assigned age group of children.

Responsibilities:

- Always maintain a safe environment through adherence to Iowa Department of Human Services Child Day Care Licensing Standards.
- Always ensure safety of children. Plan and implement child-centered, age-appropriate programming and curriculum.

- Promote and practice positive and continual communication with parents/guardians.
- Keep accurate records and statistics as assigned.
- Ensure adequate and appropriate food and program supplies are appropriately stored and available.
- Promote and maintain positive relationships with all YWCA, school, and other community agency personnel.
- Provide coverage or “substitute” in another group as needed.
- Positively always promote YWCA programs and mission in the community.
- Participate in regular program evaluation process via surveying of program users and collaborators.
- Communicate all relevant information to Childcare Department and to YWCA front office in a timely manner.
- Participate in relevant training.
- Demonstrate cultural competence and apply to everyday lessons and activities.
- Other duties as assigned by YWCA Childcare Director and Assistant Directors of Childcare.

Job Qualifications:

- Education and experience in a field related to children and youth are required.
- Must be currently certified (or become certified within 30 days of employment) in First Aid, AED, CPR, Mandatory Reporting of Child Abuse, Universal Precautions, as well as obtaining yearly continuing education hours as related to the school age field.
- Must successfully pass the State of Iowa criminal records background check for childcare providers.
- Must be able to stand for prolonged periods and frequent bending.
- Must be able to lift up to 50 pounds at a time.
- Must be able to tolerate outdoor heat and humidity.

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