



VOLUNTEER POSTING

Friday, April 1, 2011

Assistant Preschool Program Instructor

All YMCA Membership Centres

Hours/Days Wanted:

Variable- starting immediately

Situation:

The YMCA of Hamilton/Burlington is the 5th largest YMCA in Canada with an annual operating budget of \$25 million. The Association offers programs and services including health, fitness and recreation, family and children's services, camping and outdoor education, youth leadership development, community outreach and international development education.

This position requires a commitment to the YMCA mission and core values of: Responsibility, Honesty, Caring, and Respect, as well as, a commitment to building developmental assets in children and adults

Nature & Scope:

Under the supervision of the Program Manager, preschool program volunteers have the following responsibilities:

- To assist with planning and implementing age appropriate activities for children under the age of 6
- Communicate with staff/co-instructors/parents in a professional manner
- Set up and take down of program equipment
- To portray a professional image at all times including wearing a YMCA uniform
- To be prepared and organized to assist in instructing preschool classes

- To provide substitute instructor if unable to teach and relay the change to Team Leader and/or Children's Services Coordinator
- To be responsive and friendly to all staff members and other volunteers
- To report all accidents or unusual incidents to the Team Leader, Children's Services Coordinator or other YMCA Staff
- To be familiar with YMCA Emergency Procedures and respond to emergencies to the level of your training

Qualifications/Requirements:

- A cleared police security clearance. Security clearance forms should be forwarded to Human Resources. Volunteer will be responsible for the cost of the police security clearance once the security clearance has been approved by Human Resources.
- Complete all YMCA of Hamilton/Burlington/Brantford training within three months of start date including Health and Safety Training
- Experience working with children an asset
- At least 12 years of age

Volunteer Commitment:

- Upon completion of a probationary period determined by the YMCA of Hamilton/Burlington/Brantford, volunteers are eligible to use the facility and programs within the facility they volunteer in on the day of their volunteer work.
- Training related to the volunteer position will be provided by the YMCA on an annual basis at no cost to the volunteer.
- One YMCA uniform piece will be provided at no cost to the volunteer

Contact Person:

Program Manager

If you are interested in this position, please submit your letter of application and resume by **Saturday, December 31, 2011** to:

Genevieve Hladysh
Phone: 519 752-6568

Email: genevieve_hladysh@ymca.ca