

YWCA Youth Programs

Assistant Learning Center Coordinator Position (And Substitutes/Floaters) – PART TIME Position

(Mecklenburg County and Union County)



Who Are We?

YWCA (Young Women's Christian Association) is a non-profit organization that has been a part of Greater Charlotte's history since 1902. Today, we serve over 60 single women and 10 families through our Transitional Housing program; nearly 345 students in our after-school literacy programs; and hundreds of fitness members walk through our front doors every month.

We are on a mission to ***eliminate racism, empower women and promote peace, justice, freedom and dignity for all.***

We are YWCA. **Will you join us? We are especially interested in retired or former teachers and teacher assistants (para-professionals)!!**

Our **Assistant Learning Center Coordinators (Teachers)** work in our after-school literacy program and bring warmth, patience, and understanding to the program every day, encouraging children to learn and grow. They inspire children to be lifelong learners using the I-Ready curriculum that promotes literacy skills. Our **Assistant Coordinators** are committed to making their centers successful and know that creating meaningful relationships with children, families, and their team play a crucial role in that success.

When you join our team as an Assistant Learning Center Coordinator you will:

- Be employed at flexible times depending on the CMS or Union County schools calendar. Hours are 2:30 – 6:30 per day (after school) and 9:00 am – 4:00 pm during Teacher Workdays; holidays, and summer months.
- Assist the Coordinator in planning and implementing all components of the Youth Learning Program including the I Ready literacy strategies, recruitment of participants, monthly Parent Nights, and weekly communication with parents.
- Partner with parents with a shared desire to provide the best care and education for their children by meeting the individual needs of the students.
- Support your center's success by partnering with center staff and leadership to achieve goals around enrollment and engagement.
- Assist in planning and implementing full day programs including scheduling, registration and communication.

- Ensure the daily cleaning and maintenance of the space and/or facility, help to create a safe program environment each day, set up and take down included, while meeting quality walk through standards.
- Assist with any daily record keeping and adherence to all guidelines.

Required Skills and Experience:

A love for children and a strong desire to make a difference every day.

Ability to build relationships with families and coworkers and create a dynamic environment where play and discovery go hand-in-hand.

Outstanding customer service skills.

Strong decision making skills, versatility, and initiative.

A history of good work attendance and demonstrated ability to work well with children in cooperation with other staff and parents.

Bilingual applicants are strongly encouraged to apply.

Preference will go to an applicant with 3 years or more experience in childcare and possess minimum certifications in CPR, AED, First Aid, BBP and Safe Driving Course.

Hiring salary: 11.00 per hour