



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Early Childhood Coordinator (Head Teacher) Responsibilities and Requirements

Dedicated to providing quality child care, interactive learning and memorable experiences, the Raritan Valley YMCA is looking for a highly motivated educator to inspire others and be part of a great team in our Early Childhood Learning Center. This is an excellent opportunity to join a friendly, vibrant, and dynamic team environment supporting our community through youth development.

Responsibilities:

- Implement policies for day to day operation of the center.
- Orientation and compliance of staff members' day to day operations of the center including NJ State Licensing standards.
- Ensure the development and implementation of the center's child development
- Ensure the appropriateness of program activities according to both the age and developmental level of each child.
- Develop and deliver curriculum founded on the Center's philosophies whilst following childcare regulations and National Quality Standards
- Create positive learning environments
- Develop strategies to guide positive children's behavior
- Build good, open communication with children, families and staff
- Observe and record children's growth, development and behavior.
- Ensure the learning environment is clean, hygienic and safe
- Help develop teaching goals for the center and its teachers
- Meet the needs of the children socially, emotionally, cognitively, and physically.
- Participate in special events, and committees for planning and marketing.
- Participates in overall maintenance, upkeep, and facility improvement.
- Perform other job duties as requested and necessary.
- Undertake administrative tasks as required

Requirements:

- Bachelor's degree and 6 credits in Early Childhood Development.
- 2 years' experience working in a childcare setting.
- Fantastic organizational and teamwork skills.
- Sound written and verbal communication skills.
- A good understanding of the Early Years Learning Framework.
- A good level of computer literacy – comfortable using Microsoft office tools (Word, Publisher, excel etc.).
- Required CDL or commitment to get CDL within 3 months of hire. Must show enrollment to obtain license upon hire.

If you are a qualified and passionate teacher dedicated to early childhood learning and care, send your resume to Preeti Srivastava at PSrivastava@RaritanValleyYMCA.org or apply in person at 144 Tices lane, East Brunswick, NJ-08816

RARITAN VALLEY YMCA

144 Tices Lane, East Brunswick NJ 08816

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