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Cadillac Area YMCA Job Posting

Job Title: **Childcare Staff**

FLSA Status: Part Time, Non-Exempt

Reports to: Early Childhood Director

Revision Date: 8/25/2026

Compensation: \$14.00-\$16.00/Hr.

Position Summary:

Provide a clean, safe, and fun learning environment for children in care.

Essential Functions:

1. Follow established security procedures.
2. Inform parents/guardians of the policies and procedures of the childcare center.
3. Maintain open, friendly, and cooperative relations with each child's family and encourages their involvement in the program.
4. Support the emotional and social development of each child. Interact with children in a way which conveys nurturing and respect. This will often mean getting down on the floor to play/interact with them. Provide opportunities and activities that encourage curiosity, exploration, and problem-solving appropriate to the developmental levels of each child.
5. Observe and assess a child's development.
6. Demonstrate behavior that is professional, responsible, and ethical while working individually or cooperatively as a team member.
7. Attends to child appropriately if injured and completes accident report; reports injury to parent, supervisor and/or Executive Director.
8. Assist in the straightening and cleaning of the childcare rooms at the end of the day. Perform janitorial duties as required or assigned to include body fluid cleanup, sanitizing area and light housekeeping.
9. Attend a minimum of 16 hours professional development by attending Child Development workshops, conferences and other staff development programs or meetings.

Qualifications:

- Education and Experience
 - High School Diploma/GED, CDA credential or higher degree in Early Childhood Education.
 - Childcare experience helpful
- Special Requirements
 - Must be 18 years of age or older.
 - Must provide TB documentation prior to working with children.
 - Must pass a Background Criminal Investigation check.
 - Must be able to prove or obtain American Red Cross First aid and CPR certification within 30 days of hire.
 - Must complete In2vate online training and all training required by Child Care Licensing Bureau.
 - Must be willing and able to work am & pm shifts.
- Knowledge, Skills and Abilities
 - Basic knowledge of childcare as well as an understanding of infant and child development
 - Positive public relations and communication skills
 - Ability to work well with children and to be patient and flexible with them.
 - Ability to move and react quickly to a variety of situations or circumstances.

Benefits:

- Retirement Plan
- Free YMCA Membership