Organization: Youth & Family Services (YFS)  
Department: Child Development Center (CDC)  
Position: Early Head Start Floater  
Status: Full-Time  
Reports to: Site Coordinator  
Location: Rapid City, SD  

Work Schedule:  
Work Days: Monday through Friday  
Hours/Week: 40  
Work schedule may vary dependent upon program needs.  

Non-smoking work environment. Wage DOE. E.O.E.  

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our Benefit Synopsis.  

YFS believes in investing in its employees and encourages them to consider furthering their professional education! YFS will help employees obtain their Child Development Associate (CDA) credential when applicable.  

Minimum Qualifications: Complete online Child Development Associate Credential (CDA). Typically 5 weeks after hire. CDA must be obtained within 4 weeks of the online CDA completion date. Agree to accept the Teacher Infant/Toddler CDA position when offered OR agree to move into any/fill the open Teacher Infant/Toddler CDA position when offered.  

High School diploma or GED required. Ability to work with people of all socioeconomic and cultural backgrounds. Computer competency. Current liability insurance and a valid driver’s license required. Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Minimum of 21 years of age (BFOQ) and have a good driving record. Must meet SD Child Care Licensing Regulations and YFS driving record criteria. Maintain current credentials and certifications.  

Essential Functions: Complete online CDA within the designated timeframe to ensure required credential is obtained within 4-6 months. Comply with and implement all applicable local, state and federal regulations. Implement activities to advance development of children by developing literacy, phonemic print, numeric awareness, understanding/use of language, understanding/use of vocabulary, appreciation of books, awareness of cultural diversity and problem solving. Promote healthy food choices and moderate-to-vigorous intentional physical activity. Create, support and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development. Invite and support parents to become integrally involved in the development of the program's curriculum and approach to child development and education. Encourage the involvement of families and support the development of relationships between children and their families. Utilize developmentally appropriate practices (DAP) and follow ITERS standards. Establish and maintain a positive and trusting relationship with children and their families. Actively supervise and engage children at all times to ensure child safety. Follow YFS Discipline Policy and Behavior Management Guidelines. Maintain confidentiality as it relates to information about children, families and other staff members. Direct teacher assistants, substitutes, and volunteers to carry out daily operations and to actively
supervise and engage children at all times to ensure child safety. Attend and participate in staff meetings and trainings as requested by supervisor.

**Additional Functions:** Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Assist in recruitment of children, families, and volunteers for program services. Perform additional duties as requested by supervisor. Model appropriate behavior while working with other staff, children and families. Support all program activities and services of YFS, including Kids Fair, Parent Association and Policy Council, evening child care and other event nights. Act in accordance with YFS' purpose, philosophy, values, goals, policies and procedures.

**Environmental Functions:** Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. May be exposed to variety of potentially hazardous living and health conditions of enrolled families. Ability to lift up to 50 lbs. Ability to move within the classroom and playground and on the bus. Ability to carry children with both arms. Ability to kneel and bend. Ability to move from sitting or kneeling on floor to standing.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: [http://www.youthandfamilyservices.org/careers/](http://www.youthandfamilyservices.org/careers/). Please note that resume only will not be accepted.

**How to Submit Application:**
By email: yfshr@youthandfamilyservices.org
In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702
Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**