

Organization: **Youth & Family Services (YFS)**
Department: **Child Development Center (CDC)**

Position: **Program / Teacher Assistant**
Status: **Full-Time**
Reports to: **Child Development Center Director**
Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**
Hours/Week: **40**

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

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status 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, and more!

Minimum Qualifications: High School diploma or GED required. Current vehicle liability insurance and a valid driver's license required. Must meet SD Child Care Licensing Regulations if required for position. Ability to work with people of all socioeconomic and cultural backgrounds. Ability to work independently and deal effectively with the public. Knowledge of computers/various software programs, organizational skills, typing and office machine skills. Strong organizational and clerical skills/experience with an ability to prioritize and handle multiple tasks simultaneously. Punctuality, dependability and flexibility. Ability to handle emergencies. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Written and verbal communication skills.

Essential Functions:

- Answer multi-line phone system in a professional and friendly manner, record, and distribute messages accurately and efficiently.
- Greet public and assist individuals in an efficient and professional manner. Monitor traffic flow in and out of building to ensure safety of clients, visitors and staff.
- Provide radio dispatch and respond in accordance with program policies and procedures.
- Monitor and maintain facility maintenance needs, program office equipment and transportation equipment. Handle problems as directed. Report unusual or significant needs to Program Director. Maintain required records.
- Provide assistance to the Program Director, Coordinators, and other program staff as needed.
- Operate standard office equipment such as computers, printers, copiers, fax machines, and other common equipment to an office environment. Maintain and order program office supplies.
- Maintain and handle the petty cash, United Way Jeans Day and purchase order system.
- Provide computer technical assistance as requested. Act as main contact for IT Department.
- Enter daily deposits and assist the Finance Department with billing for Child Care clientele.
- Maintain program records and files as assigned. Enter child file data and in-kind contributions on computer as assigned.
- Distribute incoming and outgoing mail.
- Provide and update monthly program calendar and produce regular program newsletters.
- Maintain confidentiality as it relates to information about children, families, and other staff members.
- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.
- Provide coverage in classrooms as assigned.

Additional Functions: Be aware of and follow agency policies, procedures & guidelines. Update the YFS Policies & Procedures Manuals as requested by Personnel Dept. or Program Director. Follow all requirements mandated by Department of Social Services, Fire Marshall, Department of Transportation, and Health Department. Attend all staff meetings and trainings as requested by supervisor. Provide sound clerical assistance as requested by supervisor. Secure payments from clientele and maintain cash drawer. Model appropriate behavior while working with other staff, children, and families. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Promote and support all YFS programs and services. 9) Perform additional duties as assigned by supervisor.

Environmental Functions: Ability to lift up to 50 lbs. Work schedule may vary dependent upon program needs. Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. Ability to carry children with both arms. Ability to move within the classroom and playground and on the bus. Ability to move from sitting or kneeling on floor to standing. Ability to kneel and bend.

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/>. 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 our HR Team at 605-342-4195!