

# Boys & Girls Club Detroit Lakes, Inc.

## Position Description

---

Job Title: Early Childhood Development Professional  
Department: LEAP Preschool  
Reports To: Unit Director  
FLSA Status: Full-Time Non-Exempt

### Summary

The LEAP Preschool at Boys & Girls Club of Detroit Lakes, Inc. is a place for young children 3-6 years of age to Learn, Explore and Play in a safe and encouraging setting. Staff work as a team to guide the development of the children with curriculum guided by the Minnesota Early Childhood Indicators of Progress (ECIPS) that develops the well-being, belonging, and academic success of all students. The Early Childhood Development Professional (ECDP) assists in implementation of activities and events in the program. Duties include maintaining ratios, supervising children, and supporting the Lead ECDP. ECDPs must follow policies and procedures that promote the safety of members, ensure the quality of programming, and uphold the reputation and appearance of the Club at all times.

### Essential Responsibilities

- Supports the day-to-day policy/procedures and programming for LEAP Preschool
- Understands the mission, vision, and goals of the Club
- Works productively with the LEAP Preschool team to meet the needs of preschoolers and their families
- Maintains the safety and cleanliness of the physical environment
- Assists in planning, implementing, facilitating, supervising, and evaluating all educational programs, activities, and events
- Provides guidance and role modeling to preschoolers
- Documents participation in all programs/activities
- Respects the confidentiality of Club families and staff
- Projects a positive image of Boys & Girls Club of Detroit Lakes, Inc.
- Represents the mission of Boys & Girls Club of Detroit Lakes, Inc. throughout all duties and responsibilities
- Participates in professional development and required trainings
- Assumes other duties as assigned

### Education & Other Requirements

- Prompt & Reliable Attendance
- High School Diploma or equivalent
- Two (2) or more years of experience working with young children is preferred
- The ability and desire to work with youths 3-5 years of age in a variety of recreational, social, and educational environments
- Demonstrated ability to communicate in writing/verbally with club members, families, and others from diverse backgrounds
- Familiarity with State of MN Child Care Certification Rules and Regulations is preferred
- Familiarity with ECIPS and Creative Curriculum is preferred
- Ability to work as a team and maintain a positive work environment, support staff and enforce program rules consistently
- Should be physically fit to engage in preschool programming
- CPR and First Aid certifications
- Pass a background check

### **Physical Requirements/Work Environment**

It is the policy of Boys & Girls Club of Detroit Lakes, Inc. to consider all applicants and employees for their ability to perform their job without regard to their disabilities as required by law. We encourage all applicants and employees to notify management if accommodations are required for you to access your work area or to successfully perform your job duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell; and may be infrequently required to run. The employee must remain physically fit enough to keep children safe in an emergency. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office settings to moderate and usually loud in recreation and play settings when children are present.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a

comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.