



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of the Palouse Job Description

Job Title: Program Assistant
FLSA Status: Nonexempt
Status: Part Time

Report to: Director of Operations
Contact: operations@palouseymca.org
Revision Date: October 2018

Position Summary:

The YMCA is seeking qualified applicants for Program Assistant positions for our after school programs at Franklin, Jefferson and Sunnyside Elementary schools in Pullman. Applicants must meet all criteria listed below and **MUST BE AVAILABLE Monday through Friday from 2:30pm – 6:00pm**. Applicants who do not meet the availability requirement may not be considered.

Responsibilities:

- Assist in program and curriculum under the supervision of Site Coordinator and Director of Operations
- Plan and implement activities to promote social, physical, and intellectual growth of children ages 5-12
- Maintain a healthy and safe learning environment which meets each child's social, emotional, cognitive, and physical health needs

Qualifications:

1. Must have **1-year** of relevant experience working or volunteering with children ages 5-12
2. **Must be available Monday through Friday 2:30pm – 6:00pm**
3. At least **16 years** of age
4. Obtain CPR/First Aid and AED certification within one week of hire
5. Must submit a negative TB test within one week of hire
6. Must submit proof of Bloodborne pathogens training with one week of hire
7. Must submit proof of Food Handlers Card within one week of hire
8. Must obtain a cleared background check

Hours:

Part-Time 15-20 hours per week, Monday – Friday 2:30pm- 6:00pm

Visit our website at palouseymca.org or our office at **105 NE Spring St. Pullman, WA**, for an employment application and information. Interested applicants must submit a **Y employment application**, as well as a current **cover letter** and **resumé** in order to be considered.

