



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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PORTAGE TOWNSHIP YMCA JOB DESCRIPTION

Job Title: **Y-Care Site Staff**

FLSA Status: **Part-time (max 28 hours)**

Reports to: **Y-Care Site Supervisor/SACC Coord.**

Revision Date: **March 2014**

POSITION SUMMARY:

Assists in providing direct leadership, instruction and motivation for students in afterschool program.

ESSENTIAL FUNCTIONS:

1. Positively interact and supervise all children at site
2. Assist supervisor in facilitating planned curriculum for children
3. Assist Site Supervisor with any tasks he/she may need
4. Communicate daily with Site Supervisor
5. Pleasantly interact with parents and school staff and children
6. Ensure that program goals are being met & excellence in all aspects of program

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships.

QUALIFICATIONS:

1. At least 18 years of age
2. At least one year of experience is required
3. High school diploma
4. Trainings must include: Advanced CPR & First Aid, Universal Precautions, Child abuse Prevention training, and 12 credit hours of additional training, 6 of which must be outside the YMCA.
5. Annual TB test
6. FBI Fingerprint background check required by state of Indiana

PHYSICAL DEMANDS

- Ability to instruct and observe participants in afterschool program.
- Ability to lift equipment, and to lift a small to average size child if necessary.
- Ability to plan, instruct and participate in activities with participants.

I have read the job description and agree to perform the job as stated.

Signature: _____

Name_____

Date_____