



HOPKINS COUNTY FAMILY YMCA JOB DESCRIPTION

TITLE:	Day Camp Leader	DEPARTMENT:	Child Care
HOURS:	approximately 20 hours/week	DIRECT SUPERVISOR:	Director of Youth Services
DATE EFFECTIVE:	May 1, 2022		

POSITION SUMMARY: The person selected for this position will be under the direct supervision of the Director of Youth Services, and will be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the YMCA Kid Center Summer Camp program. Leaders are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and co-workers by reflecting the YMCA core values of caring, honesty, respect and responsibility. Leaders are responsible for complying with all YMCA Child Care Policies and Procedures.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Must understand and follow State Licensing codes and requirements for Child Care Centers.
- Report **ANY** instance of suspected child abuse or neglect to Child Protective Services AND Director **immediately** (the law requires reports are to be made within 24 hours). **By law, Child Care Providers are Mandatory Reporters.**
- Provide premier service to all children and families involved in programs and meet children’s need through stimulated learning in all developmental areas.
- Responsible for planning, leading and implementing of recreational and creative experiences for school age children in a group setting.
- Assist with the development and implementation of weekly lesson plans.
- Organize and lead a variety of activities appropriate for school age children, which may include, but not limited to: arts & crafts, indoor/outdoor games, and other enrichment activities.
- Each participant’s safety and enjoyment are attained in child development by promoting and role modeling a healthy environment while adhering to state licensing guidelines and the YMCA Childcare Policy & Procedures.
- Ensure the classroom is kept clean and organized.
- Assist in maintaining accurate program records including: incident reports, daily rosters, logbook documentation, and attendance records.

- Exemplify YMCA character development program by demonstrating strong values and integrating all components of school age curriculum into programming.
- Promote partnership with families by frequent and regular communication to build mutual understanding and greater consistency for children.
- Relate to all children in positive, healthy ways that make children feel welcome, included and accepted. Respond appropriately to individual needs of children on their level, encouraging them to make wise choices and become more responsible.
- Maintain communication with supervisor as it relates to program needs, snacks, forms, first aid equipment, etc.
- Possess working knowledge of YMCA mission, purpose, goals, school age program policies, and YMCA standards, and be able to articulate to parents, school staff, and program participants.
- Be able to promote other YMCA programs and membership to participants.

RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect.
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules.
- Express clear expectations and hold children accountable for adhering to them.
- Help children to develop a positive self-esteem and sense of self-worth.
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility.

RESPONSIBILITIES WHEN INTERACTING WITH PARENTS:

- Positively ID parents before releasing children (picture ID necessary until you can personally identify them).
- Introduce yourself to parents and communicate with them regularly regarding program information: schedule changes, permission slips, home notes, etc.
- Communicate on a daily basis regarding the behavior of their children positive and negative (make sure to have parents review and sign corrective behavior reports).
- Encourage parents to participate or volunteer in special events or on field trips.
- Express appreciation for their interest in their child(s) participation in the program.

JOB QUALIFICATIONS

EDUCATION & EXPERIENCE:

- Must be 18 years of age.
- Certifications required within 30 days of hire: CPR/First Aid/AED, Early Childhood Online Orientation, and Pediatric Abusive Head Trauma.
- TB Skin Test required before start date.
- Clear background checks must be received before working alone with children.
- Previous experience working with school age children.
- High school Diploma or GED

KNOWLEDGE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- To keep confidences and practice professionalism.
- Be reliable and dependable.
- If 21 years old, able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record.
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow and enforce local Y and national guidelines related to internal policies.

PHYSICAL DEMANDS:

- Lift 35 pounds using proper technique.
- Must have adequate vision to effectively review documents in varied formats (i.e., paper and digital).
- Must have adequate hearing to respond to children and parents.
- Ability to stand for up to 5 hours.
- Ability to run up to 100 yards (in the case of an emergency).
- Currently have excellent health and be free of communicable diseases.

PROFESSIONAL EXPECTATIONS:

The Day Camp Leader will present a competent and positive image of The Hopkins County Family YMCA Kid Center through the professional and safe coordination of all Child Care programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems. In addition the Leader will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.