



HOPKINS COUNTY FAMILY YMCA JOB DESCRIPTION

TITLE:	School Age Leader	DEPARTMENT:	Child Care
HOURS:	20 hours/week	DIRECT SUPERVISOR:	Director of Youth Services
DATE EFFECTIVE:	August 1, 2021		

POSITION SUMMARY: Under the direction of the Director of Youth Services, and consistent with the Christian Mission of the YMCA, School Age Program Staff will be responsible for delivering and ensuring program satisfaction through the implementation and daily supervision of before and/or after school activities, school out days, and holiday programming.

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:

- 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 Kid Center Policy Handbook.
- 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.
- Attend all scheduled staff meetings and training.

QUALIFICATIONS: Education and Certifications

- 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.
- High School Diploma or GED.
- Previous experience working with school age children.

EXPERIENCE:

- Previous experience working with school-age children.
- Proven track record building strong relationships with individuals, fostering engagement and commitment, while building community within a group.
- Must hold a valid driver's license.

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

The employee is regularly required to stand and walk for long periods of time, to talk and hear, to lift and/or move up to 20 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone. Up to 50% of time may be spent outdoors.

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.