

Marion Family YMCA

POSITION DESCRIPTION

TITLE: School Age Childcare Staff
GRADE: II
SUPERVISOR: Program Manager
DATE: December, 2020

Position Overview: Under the direction of the Program Manager, and in accordance with the Strategic Road Map of the Marion Family YMCA, the School Age Childcare (SACC) Staff are responsible for assisting with the overall operation of all school age childcare activities and leading activities for a group of children that helps develop their individual potentials. Incumbent must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, volunteers, staff and donors.

Position Requirements: Position requires a person with 2 or 4 years of experience related to education or recreation, or demonstrates leadership and patience working with children. Must be at least 18 years of age. Person must have a personality that reflects a love of children, can understand and meet their wide variety of needs, and is creative and spontaneous. Prior childcare experience is preferred. CPR and First Aid certifications are required. Incumbent must complete Child Abuse Recognition, Communicable Disease, and all YMCA-related trainings.

PHYSICAL REQUIREMENTS: Incumbent must be able to move easily across a variety of indoor and outdoor terrain; participate in typical children's games, sports and activities; watch and listen to the activities of a group of children; and lift up to 50 pounds.

ESSENTIAL FUNCTIONS:

1. Build personal and meaningful relationships with YMCA members, participants, volunteers, guests and donors.
2. Maintain a clean & sanitary environment by following all department & association protocols for health, cleaning & sanitizing; and proactively cleaning & sanitizing any area of the building as needed.
3. Assist in the implementation of activities of the school age childcare program such that all activities are culturally relevant, developmentally appropriate, and consistent with YMCA values, and nurture the potential of all youth.
4. Ensure for the safety of all youth.
5. Responsible for an assigned group of children including planning group activities, building positive relationships with each child, and conducting group activities that develop the potential of each child.
6. Follow all established policies and procedures.
7. Care for and maintain YMCA equipment, supplies and property.
8. Have complete knowledge of all emergency procedures.
9. Maintain positive relationships with children, parents, and YMCA staff.
10. Attend all staff training and meetings as required.
11. Uphold YMCA policies and philosophy; use character development as a basis in working with members, participants, the public and staff.
12. Assist supervisor, Executive Director and staff team as necessary / requested to ensure successful outcome of YMCA operations and mission.

13. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

EFFECTS ON END RESULT:

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A YMCA that has strong relationships with its members and donors as reflected in membership retention and donor participation.
2. School Age Child Care program that is safe, with children having a positive experience as measured by:
 - a. Repeat enrollment,
 - b. Parent evaluations, and
 - c. Supervisor and Executive Director observations.
3. A YMCA that is welcoming to the community and reflects our mission and values.
4. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the foundations of the community.

Equal Opportunity Employer

The Marion Family YMCA instills the values of caring, honesty, respect and responsibility through programs and services that build healthy, spirit, mind and body for all.