

Greater Peoria Family YMCA
Job Description
Y School Age Before and After School Site Assistant

EXEMPT: No
STATUS: Part Time
DEPARTMENT: Y School Age
REPORTS TO: Y School Age Site Coordinator

General Function Summary:

It is the Y School Age Site Assistant's general function to carry out the assignments and responsibilities of working with his/her assigned groups given by the Y School Age Coordinator. The School Age Assistant understand that character development is the chief mission of the YMCA and personally exhibits a commitment to this goal in all School Age Programs.

EDUCATION AND/OR EXPERIENCE:

It is required that the person holding this position must have a high school diploma or be in the process of acquiring one. The incumbent must bring to this position the ability to relate to all child participants and parents and all school age staff. This means the ability to be accepted and trusted by the children and parents, staff and supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

It is the responsibility of the YSchool Age Before and After School Site Assistant to perform all the duties always remembering that he/she is a representative of the Greater Peoria Family YMCA and its values.

Assist the Site Coordinator in creating a sufficient variety of experiences that will allow participants to exercise their own creativity and imagination.

Assist the Site Coordinator in creating activities that are fun as well as therapeutic, educational, and which upgrade participants skill and ability levels.

Assist the Site Coordinator in carrying out lesson plans their entirety.

Must attend all staff meetings.

Must keep a friendly attitude toward children and fellow staff.

Maintain control of group at all times.

To know and enforce all program rules and regulations, and to share these with your group on a daily basis.

Must leave facilities cleaner than they were when you arrived.

Teach and show respect for all equipment and return it to its proper location.

Carry out assignments deemed necessary for the overall quality of the Before and After School and School's Out Programs.

Assist in the implementation of all program activities.

To report to the Y School Age Site Coordinator any serious problems that develops with a child.

To report in written form all accidents, injuries and discipline procedures.

Perform other related duties as assigned.

Work School's out days as assigned.

Attend staff meetings as scheduled.

Obtain and maintain current CPR for child and infant and First Aid Certificate.

All other duties as assigned to make programs run smoothly or to assist the YMCA in other programs/projects.

EFFECT ON END RESULTS:

The effect of a competent YSchool Age Before and After School Site Assistant will be a quality run program that influences the children in the areas of caring, respect, responsibility and honesty. Children will be well behaved and parents will be satisfied with the quality care their child is receiving. All parent complaints will be resolved in a timely manner.

QUALIFICATION REQUIREMENTS:

LANGUAGE SKILLS: Must possess strong language skills both written and oral. Must be adept at public speaking. Ability to respond to common inquiries or complaints from staff, administration, children, parents, regulatory agencies or members of the business community. Ability to write reports and records that conform to prescribed style and format. Ability to effectively present information to staff, members, parents, administration, public groups, and Board of Directors.

MATHMATICAL SKILLS:

Ability to interpret and convey daily billing procedures to staff and parents. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions and solve problems. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables. Ability to reason with others, handle their hostility and develop solutions to problems.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

Current CPR and First Aid

OTHER SKILLS AND ABILITIES:

Will have full knowledge of YMCA philosophy, maintain YMCA certifications, keep up on trainings and trends, and organize scheduling and staffing. Physically able to lead activities that he/she may oversee. Must be able to handle stress, both own and others. Must be able to make judgment decisions readily. Must have an understanding of character development and personally exhibit a commitment to those characteristics in all YMCA functions.

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.

Frequently required to stand, walk, sit, use hands and fingers, handle, or feel objects and tools, or controls, reach with hands and arms, stoop, kneel, crouch, crawl, talk and hear. Occasionally may be required to climb or balance. Must be able to regularly lift up to 35 pounds, frequently lift and /or move up to 45 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, peripheral vision, depth perception, and the ability to adjust and focus. Specific hearing abilities required by this position include the ability to hear soft tones. The employee must be able to communicate orally with members and staff in order to teach classes and relay information to all. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. While performing the duties of this job, the employee may be exposed to wet and/or humid conditions and is exposed to hot and /or cold conditions. The noise level is usually loud.