



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

GREATER PEORIA FAMILY YMCA JOB DESCRIPTION

Job Title: Before and Afterschool Site Coordinators and Assistants

POSITION SUMMARY:

The Greater Peoria Family YMCA is seeking a Before and Afterschool Site Assistants. This position will assist the School Age Site Coordinator with all the Y School Age and School's Out programs and ensure that a sound educational and recreational program is being implemented. This person reports to the Director of Youth and Family Programming. He/she understands that character development is the chief mission of the YMCA and personally exhibits a commitment to this goal and all YMCA functions. This person must have an understanding of the development of 5-12 year olds, be able to work with diverse populations, and have strong communication skills. Experience in a not-for-profit organization is a plus!

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- It is the responsibility of the Before and Afterschool staff to perform all the duties always remembering that he/she is a representative of the Greater Peoria Family YMCA and it's values.
- Provide guidance and leadership with a group of 15 children.
- Learn the likes and dislikes of each participant.
- Respond positively and to teach in disciplinary practice and behavior guidance.
- Ensure all disciplinary actions are fair and equivalent to actions the child is being disciplined for.
- Recognize and respond to opportunities for program solving in the group.
- Provide opportunities for the group so that each individual experiences success.
- Provide opportunities for discussion of individual or group problems or concerns.
- Guide group and individual students in participating successfully in all aspects of program activities.
- Carry out established roles for supervising child health.
- Carry out established roles in enforcing safety regulations.
- Develop and implement group activity plan and devotions and prayers as assigned.
- Supervise all assigned aspects of the child's day but not limited to snack, homework, reading, CATCH, group time, large group, group clean-up, and program activities.
- Instruct children in emergency procedure such as fire drills, evacuation, etc.
- Help children plan their participation in individual or program-wide events, special events and activities.
- Assist in teaching or leading an activity as assigned.

- Prepare for and actively participate in 15 hours of staff training and staff meetings .
- Set a good example for children and others including cleanliness, punctuality, sharing, clean-up and chores, sportsmanship, table manners.
- Help provide a Christian atmosphere for developing good morale and well-being among school family.
- Work as part of a team and show professionalism.
- Submit all required reports on time
- Manage personal time off in accordance with YMCA policy
- Follow YMCA rules pertaining to smoking, use of alcoholic beverages and use of drugs.
- Handle conflicts between staff and/or children at the site. If conflict is not resolved, contact School Site Director. Direct any and all parent concerns to the Director of School Age Programs.
- Ensure good public relations with school staff and administration, parents, and children are greeted with courtesy and interest.
- Attend staff meetings as scheduled.
- Work School's out days as assigned.
- Teach and show respect for all personal property, facilities, equipment and return it to its proper location.
- Participate in all activities, including but not limited to family nights, theme days,
- All other duties as assigned to make programs run smoothly or to assist the YMCA in other programs/projects.

DAYS & HOURS: August through Mid-May 3:30-6pm (Start time varies by school). 5 days a week

To apply complete the job application at <http://peoriaymca.org/employment> and submit in person or email to hr@peoriaymca.org