



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CATCH ASSISTANT

Job Title: CATCH Assistant
FLSA Status: Non-Exempt
Reports to: Senior Program Director

Job Grade: IV
Revision Date: 3/16/2016

POSITION SUMMARY:

Provides operational, supervisory, instructional and administrative support to the Senior Program Director for all CATCH Programming. CATCH stands for Coordinated Approach to Child Health. By uniting multiple players in a child's life to create a community of health, CATCH is proven to prevent childhood obesity and supported by 25 years and 120 academic papers indicating as much as 11% decrease in overweight and obesity. Our community health programs aim to impact the messaging a child receives in physical education, the lunchroom, the classroom, and at home, to influence a child's choices not only in school, but lifelong.

The CATCH Assistant will assist in establishing new CATCH sites, conduct assessments and provide analytical support. Ensures all participants are afforded a quality experience and programs reflect the YMCA core values: honesty, respect, responsibility, and caring. Hours vary Monday through Saturday, approximately 12-15 hours per week.

ESSENTIAL FUNCTIONS:

1. Provides supervisory support at all community CATCH locations.
2. Trains and supervises CATCH staff and outside agency staff.
3. Establishes new sites for program delivery.
4. Creates and delivers nutritional education programming to participants.
5. Maintains records as required (i.e. attendance, progress reports, inventory, etc.).
6. Conducts and analyses assessments.
7. Attends staff meetings and trainings as scheduled.
8. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's

point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Certifications: CPR, AED, Basic First Aid certification, Child Abuse Prevention, Mandated Reporter within 30 days of hire.
2. Associates degree and experience in one of the following: Sports Management, Recreation, Kinesiology, Education, Wellness.
3. 21 years of age.
4. Previous experience working with children.

WORKING CONDITIONS:

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift and/or assist children up to 50 pounds in weight.
4. Must be able to lift and carry supplies weighing up to 20 pounds.
5. Ability to stand or sit while maintaining alertness for several hours at a time.
6. Position may require bending, leaning, kneeling, and walking.
7. Ability to speak concisely and effectively communicate.
8. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
9. Ability to view/enter data for long periods of time.
10. Ability to interact with and demonstrate program activities to youth.