



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

WALLA WALLA YMCA JOB DESCRIPTION

Job Title: **Elementary School Aide**

Status: Part-Time 2:15pm – 5:30pm Mon-Fri, Walla Walla

Reports to: Child Development School Age Coordinator

Start Date: Sept 21, 2021

Department: Child Development

Closes: When filled

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for the children in the classroom, and implements program curriculum, providing a safe and structured environment for learning and developing.

ESSENTIAL FUNCTIONS:

1. Assists elementary school age students K-5, with school curriculum and distance learning including core subjects of English, math, science, reading, computer skills and study methods.
2. Follows all procedures and standards to maintain a safe, clean, well-organized and structured environment that meets all Health codes and Y Standards.
3. Organizes tutoring environment to promote productivity and learning. Monitors student performance.
4. Nurtures children through purposeful programming dedicated to building achievement, belonging and relationships among youth and within families.
5. Provides feedback to students using positive reinforcement techniques to encourage, motivate and build confidence in students.
6. Supervises children, classroom, and all activities including ADA accommodations where appropriate.
7. Assists children with daily needs (bathroom, lunch, school work, emotional regulation, etc.) Provides positive behavior management to promote developmental asset building.
8. Engages and entertains children with songs, games, reading books, etc.
9. Cultivates positive relationships and maintains effective communication with families and co-workers.
10. Communicates with Director of Child Development, co-workers and families daily.
11. Maintains a professional image and reflects the core values of Caring, Honesty, Respect and Responsibility.
12. Maintains program site, equipment, daily logs, checklists and required program records.
13. Models relationship-building skills and encourages leadership by example in all interactions utilizing the Y's core character values.
14. Responds to emergencies.
15. Performs other duties as assigned.

YMCA COMPETENCIES:

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Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.

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.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another.

The Y: We're for youth development, healthy living, and social responsibility.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.

EXPECTATIONS:

1. Committed to Y's core values, child development and serving our community.
2. Dependable, warm, patient, kind and nurturing with children.
3. Ensure the safety and well-being of each child by responding to their environment, social and physical needs.
4. Initiative as a leader and positive role model / authority in the classroom.
5. Flexible; shares duties and information; follows classroom directions. Substitutes and assists others as needed.
6. Professional and customer service oriented. Innovative problem solver who collaborates with Y co-workers.
7. Communicate well with children, coworkers and families.
8. Reads and adheres to all YMCA and Child Development Department policies, processes and procedures.

QUALIFICATIONS:

1. 18 years of age or older.
2. High school graduate or equivalent.
3. Previous childcare or school experience. Experience as a tutor, para educator or substitute teacher highly desired.
4. Knowledge of child development and core K-5 curriculum.
5. Ability to follow directions and implement lesson plans within the classroom setting.
6. 30 Hours Childcare Basic STARS training preferred.
7. Commitment to complete annual mandatory HIV/AIDS training, annual Blood Borne Pathogens training, and annual child abuse prevention training.
8. Have or commit to obtaining and maintaining current CPR, First Aid certifications and food handlers' card.
9. Must pass background check. Commitment to maintaining MMR vaccinations and TB testing.
10. Ability to develop positive, authentic relationships with people from different backgrounds.
11. Supports the YMCA as a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & 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, carry children, bend, climb stairs, sit and reach during a portion of the day, and must be able to move around the environment. Able to lift and/or move up to 50 pounds.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Respond to emergencies throughout a multi-story building, remote locations, and varying terrain.