



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AFTER SCHOOL PROGRAM

Job Title: After School Program Lead (Weston)

Revision Date: August 2023

Reports to: Youth Director

Status: Part Time / Non-Exempt

Benefits: YMCA Membership & Paid Sick Time

Wage: \$16.50 hour

POSITION SUMMARY:

Provides direct supervision of a group of children in an after school program. Provides a quality experience to children focused on YMCA core values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
3. Adheres to program standards including safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.

EXPECTATIONS:

1. Committed to Y's core values, child development and serving our community.
2. Dependable, warm, patient, kind and nurturing with children.
3. Ensures 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 program.
5. Flexible; shares duties and information; follows program directions. Assists others as needed.
6. Professional and customer service oriented. Innovative problem solver who collaborates with Y co-workers.
7. Communicates well with children, co-workers and families.
8. Reads and adheres to all YMCA and Child Development Department policies, processes and procedures.

QUALIFICATIONS:

1. Must be 18 years of age or older.
2. Must pass background check.
3. High school graduate or equivalent.
4. Previous experience working with children.
5. Ability to develop positive, authentic relationships with people from different backgrounds.
6. Commitment to complete annual mandatory HIV/AIDS training, annual Blood Borne Pathogens training, and annual child abuse prevention training.
7. Has or commits to obtaining and maintaining current CPR, First Aid certifications and Food Handlers' card.

8. 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, 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 25 pounds.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities.
- Ability to plan, lead and participate in a range of activities.
- Respond to emergencies that may arise.

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Ys values. Mobilizes resource and adapts to changes in community needs.

Builds Relationships: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Remains calm in challenging situations. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Ensures relevance and sustainability of program elements applying innovation and superior skills working with preschool children.

Develops and Inspires Others: Develops self and supports others to achieve highest potential. Demonstrates ability to understand and manage emotions effectively.

The YMCA is an Equal Opportunity Employer committed to strengthening communities to effect lasting, meaningful change. The execution of our mission requires substantial engagement of our entire community and is only attainable when diversity and inclusion are core to our planning, programming, staffing, messaging, organizational structure and partnerships.

We are committed to recruiting, developing and retaining diverse talent from the entry level to the Executive level. We also understand the need to have systems in place and ongoing cultural competence training to ensure that all people feel a sense of belonging and safety in order to excel in their contribution. We aim to address the services we provide and the suppliers and community partnerships we seek and support through a diversity and inclusion lens. We will know that it is working when the most marginalized groups are thriving as an integral part of the organization.