



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WALLA WALLA YMCA JOB DESCRIPTION

Job Title: Aide 1 (Milton Freewater, OR)
Reports to: Child Care Director
Benefits: YMCA Membership & Paid Sick Time

Revision Date: April 2024
Status: Part Time / Non-Exempt
Wage: \$16.28 hour

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:

- Ensures preparation and delivery of snacks and meals to Child Development programs.
 - May need to fill in when there are departmental staffing shortages in programs to provide one on one care for a child within the classroom.
- Assist with group activities and follow the job list provided by the Child Care Director.
 - Help maintain a safe, clean, well-organized and structured environment that meet Health codes and Y Standards
- Assist children with daily needs.
- Entertain children with songs, games, reading books, homework and free play activities etc.
- Assist Program Supervisor with supervising the children, classroom, and all activities including ADA accommodations where appropriate.
- Follows all procedures and standards providing a safe environment.
- Cultivates positive relationships and maintains effective communication with families and co-workers.
- Communicate with Child Care Director and/or Program Supervisor.
- Oversee health habits in the classroom, i.e. Handwashing, toileting etc.
- Administer first aid as needed. Check indoor and outdoor environment for safety hazards.
- Understand and implement the procedures for Oregon Health Authority and/or Office of Child Care and USDA guidelines to ensure program always complies.
- Maintain a professional image and reflect the core values of Caring, Honesty, Respect and Responsibility
- Maintains program site and equipment.
- Maintains required program records, daily logs and check lists
- Attends and participates in family nights, program activities, staff meetings, and Y trainings, including continuing education through Oregon Registry Online.
- Provide positive behavior management to promote developmental asset building.
- Models relationship-building skills and encourages leadership by example in all interactions utilizing the Y's core character values.
- Nurtures children through purposeful programming dedicated to building achievement and belonging and relationships among youth and within families.
- Responds to emergencies.
- Performs other duties as assigned.

BUS DUTIES:

Responsible for safely driving the Y Bus in transporting the children and staff of the program.

EXPECTATIONS:

1. Prepare and serve meals while maintaining records for CACFP under the Director's supervision.
2. Ensure the safety and well-being of each child by responding to their environment, social and physical needs.
3. Be warm, patient and nurturing with children.
4. Take initiative and be a positive role model.
5. Show flexibility within your position (includes substituting or assisting as needed).
6. Be customer service oriented and professional.
7. Communicate well with children, coworkers and families.
8. Be prompt, committed, and passionate and show responsibility within your position.

QUALIFICATIONS:

1. Must be 21 years of age or older.
2. High school graduate or equivalent
3. Have knowledge of child development and have previous experience working with children in a childcare setting.
4. Have or commit to completing required safety set training through Oregon early Learning Division and complete ongoing training hours as required by licensing and/or Director.
5. Have or commit to obtaining and maintaining current CPR, First Aid certifications and food handler card
6. Complete and maintain annual HIV/AIDS training, annual blood borne pathogens training, child abuse training
7. Criminal background clearance within Central Background Registry for Office of Child Care
8. Have TB test as required under Washington Law.
9. Provide MMR vaccination record
10. Ability to develop positive, authentic relationships with people from different backgrounds.
11. Ability to plan, organize, and implement age appropriate/developmentally appropriate activities.
12. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).
13. Valid Driver's License and good driving record to operate the Y Bus per vehicle insurance requirements.

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.

- While performing the duties of this job, the employee frequently is 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. The employee must be 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.

This position description does not include every duty required of the employee but serves as a general listing of expectations. This description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.

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.