



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OUT OF SCHOOL TIME STAFF JOB DESCRIPTION

FLSA Status: Non Exempt
Reports to: Lead Out Of School Time Staff
Leadership Level: Leader

Status: Part-time
Revision Date: 08/07/2020
Primary Function: Youth Development

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. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children by being actively engaged in activities and maintaining visual supervision of group at all times.
2. Implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values and MDHS Scope of Services.
3. Adheres to program standards including safety and cleanliness standards.
4. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
5. Makes ongoing, systematic observations and evaluations of each child.
6. Cultivates positive relationships, conducts parent conferences, and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
7. Maintains program site and equipment.
8. Maintains required program records.
9. Attends and participates in family nights, program activities, staff meetings, and staff training.
10. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. Ethical and honest character, willingness to make a positive difference in our community.
2. Previous experience working with children in a developmental setting preferred.
3. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
4. Commitment to serve the participants in the program; ability to work as a team in a non-profit environment; ability to adapt quickly in a constantly changing work environment; ability to work under pressure, follow through on assignments, and meet all deadlines is required.
5. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
6. CPR, First Aid and AED certifications and Bloodborne Pathogens training required **within 60 days** of employment and maintain current certification status thereafter.
7. Completion of YMCA’s MDHS Grant Training completed **within 60 days** of employment.
8. Completion of Y-USA New Employee Orientation **within 60 days** of employment.
9. Understands the YMCA is 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.
- Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children’s activities and ability to plan, lead and participate in activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____