



## The Family YMCA of Lancaster & Fairfield County is now accepting applications for:

### Before and After Care Program Assistants

#### POSITION SUMMARY:

Under the direction and supervision of the Site Supervisor, the part-time Before and After Care Program Assistant positions will supervise and guide a child's development in a safe and healthy environment while within a partnering elementary school. Homework help, art projects, fun games, sports, and more will make up the daily programming. A top-notch Before and After Care Program Assistant should be a friendly, creative, approachable individual with a passion for teaching and excellent communication skills. These positions are for during the school year only.

#### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

#### ESSENTIAL FUNCTIONS:

1. Completes all required documents and/or tracking as designated by the director
2. Assists in collecting data for funding and projects as designated by the supervisor
3. Perform excellent service to all students, families, and guests
4. Build relationships by using names and initiating conversations with all students, staff, and families
5. Communicate with supervisor, staff, students, guests, and families in a clear, concise and positive manner while using Listen First skills
6. Understands, supports and is committed to the YMCA cause and our role in the community as a leader in Youth Development, Healthy Living and Social Responsibility
7. Attend all required department meetings/trainings
8. Punch in and out for required shifts and review time card to verify accuracy
9. Notify supervisor in advance when unable to work scheduled shift
10. Responsible for assuring high standards of program quality, and safety in accordance with YMCA safety and risk management policies
11. Follow all policies and procedures as set forth in the employee handbook, department handbook, state licensing, and the emergency response plan manual
12. Act as a positive role model while implementing YMCA character development and following the four core values of Caring, Honesty, Responsibility, and Respect
13. Arrive 5-10 minutes before shift starts and be prepared, if closing; stay until the last child is gone.
14. Be ready to initiate, plan, create, and participate in activities and interact with children

15. Maintain appropriate records as required by the center
16. Possess working knowledge of child abuse and neglect laws and proper reporting procedures and attend the YMCA required Darkness to Light training
17. Possess working knowledge of YMCA mission, purpose, and goals.
18. Keep continuing education requirements current.
19. Adhere to the Child Care Center dress code policy
20. Know all emergency procedures
21. Maintain current CPR and First Aid certifications
22. Provide children with opportunities to develop language and literacy
23. Provide environment which promotes smooth and orderly transition
24. Conduct self in a professional, responsible manner
25. Encourage parent involvement in the programs
26. Perform other related duties as assigned by your supervisor or leadership team

## **QUALIFICATIONS:**

### **Education, Training & Work Experience**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The applicant must meet the criteria to be a childcare staff member according to the State of Ohio Licensing regulations for group childcare

### **Specialized Knowledge, Skills & Certifications**

- Ability to respond to common inquires or complaints from parents, students, staff, administration, or the general public
- Ability to write reports that conform to prescribed style and format
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of instructions that deal with several abstract and concrete variables
- CPR and First Aid certified (provided by the YMCA)