

YMCA of Calhoun County

Position Description

Position: After School Assistant **Reports To:** Site Director

Status: Part Time Non-Exempt

General Statement of Duties: Under the direction of the After School Site Director, the After School Site Assistant is responsible for conducting safe after school activities and maintaining a safe environment for all enrolled children until authorized sign out to responsible adult.

Job Segments:

- To assist in the implementation and administration of the after school child care curriculum and the special "School's Out Fun Days," when scheduled
- Perform such duties deemed necessary for fulfillment of the YMCA mission and goals of the after school child care program
- Be responsible for the safe welfare of each child enrolled in the after school child care program
- Provide effective communications with parents and fellow YMCA staff members
- Assist in the coordination of and maintenance of accurate records of the program in cooperation with the Site Director
- Attend all trainings and meetings as deemed necessary by supervisor(s)
- Assist in operating the program within the policies of the YMCA of Calhoun County

Personal Qualities

- Ability to work professionally with staff and volunteers
- Ability to work with children in a classroom setting
- Adhere to drug free work place
- Desire to work in a YMCA setting in accordance with the YMCA Mission
- Possess good communication skills with participants and parents

Typical Physical Demands

Ability to lead and participate in all activities.

Requires full range of body motion, including manual and finger dexterity and hand/eye coordination. Requires corrected vision and hearing to normal range. Requires some exposure to communicable disease and/or bodily fluids. Occasionally requires lifting and carrying items and children.

Position Description After School Child Care Assistant (cont.)

Experience/Performance Requirements (Knowledge, Skills, and Abilities)

- Communication skills
- Current Alabama driver's license
- Knowledge of child behavior and passive discipline skills
- Ability to get along with others and work in a team environment
- Respect the right of children
- Respect the rights of parents
- Receive clear criminal background check (Pre-employment)

Education

- At least 16 years of age
- CPR & First Aid Certification

I have read the above position description and understand the duties and responsibilities of the YMCA of Calhoun County After School Childcare Assistant position. I further understand I may be required to perform other duties as assigned by my supervisors.

After School Childcare Assistant

YMCA Youth Program Supervisor

Date

Date