



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Fergus Falls Area Family YMCA Job Description

Job Title: **School Aged Child Care Staff**

Job Type: Part-time

FLSA Status: Non-exempt

Revision Date: 01/07/2021

Reports to: Youth & Family Director

Primary Function/Department: Youth Development, Healthy Living

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The School Age Child Care Staff at the Fergus Falls YMCA is responsible for providing direct supervision of a group of up to 14 children as well as being responsible for activities for the groups.

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 and become. **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. Supervise a group of children and ensure the well-being and safety of all children in the group.
2. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA Values.
3. Attend all pre-service staff training sessions and all staff meetings.
4. Cares for and maintains equipment, supplies and property used by the group.
5. Adhere to program standards including safety and cleanliness standards. Assist with set up and clean up before and after each day as needed.
6. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
7. Maintains positive relationships with children, parents, staff, and YMCA management. Models relationship-building skills in all interactions.
8. Uphold policies and philosophy; use character development as a basis in working with both children and other staff members.
9. Assist Youth and Family Coordinator as requested in relation to Fergus Falls Area Family YMCA School Age Child Care program.
10. Willing to participate in multiple games and activities with the children.



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

11. Follows all Fergus Falls YMCA policies and procedures.

12. Other duties as assigned by supervisor.

LEADERSHIP COMPETENCIES:

- Values
- Inclusion
- Collaboration
- Critical Thinking & Decision Making
- Developing Self & Others
- Emotional Maturity

QUALIFICATIONS:

- Previous experience working with children in a child care setting.
- Personality that reflects a love of children.
- Minimum age 16.
- Within 30 days of hire, completion of Child Abuse Prevention, CPR, First Aid, AED, Bloodborne Pathogens training, and other training.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

If 18 or over, must be able to successfully pass a background check.

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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The noise level in the work environment is usually moderate but varies.

EEO STATEMENT:

The Fergus Falls Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation and training.

SIGNATURE:



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

I have reviewed and understand this job description.

Employee's name _____ Employee's signature _____

Today's date: _____