

## YMCA OF THE GREATER TRI-VALLEY JOB DESCRIPTION

**Job Title:** School Age Child Care (SACC) Head of Group

**Department:** School Age Childcare

**Reports to:** SACC Site Director or SACC Program Director

**Summary: (10 month Part-time Position - follows the calendar school year)**

Provides excellent member service by assisting the School Age Child Care site toward its primary objective of putting Christian principles into practice through programs that build a healthy spirit, mind, and body for all, by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Establish positive relationships with parents, children, school personnel and other staff members. Be a positive role model.
- Head of Group assists the Site Director and Curriculum Director in planning and implementing quality program curriculum and lesson plans of the daily program, including arts and crafts, active games, and snack.
- Head of Group is responsible for assisting with supervision of children. Maintain that children are never left alone. Make sure all children are watched at all times.
- Head of Group is responsible for maintaining a physically and mentally safe environment for the children. Maintaining housekeeping at each site.
- Actively support and participate in YMCA functions as notified by the SACC Director or Program Director.
- Attend all required staff meetings and give input on programming issues.
- Head of Group is responsible for record-keeping including daily attendance, newsletter information; lesson plans and maintaining adequately stocked first aid kept and meet all required deadlines for such paperwork.
- Follow and enforce Association and departmental policies, including the substitute policy.
- Attend YMCA program for snow days and other school holiday/vacation days/days off as needed by the YMCA.
- Observe that all policies and procedures are being upheld including NYS Regulations.
- Maintain required number of children to adequately maintain budget.
- Substitute at other YMCA SACC sites as required.
- Actively pursue training and learning opportunities and certifications relating to the position. Maintain current certifications required by the position.

### **Staff Supervision Responsibilities**

Head of Group is responsible for supervision of one to two site assistants.

### **Qualifications**

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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.

### **Minimum Education and/or Equivalent Experience**

Must have a high school education and substantial experience working with children under 13 years of age. Knowledge of New York State Regulations.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with parents and children.

### **Mathematical Skills**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Certificates, Licenses, Registrations**

- Negative Mantoux TB Test Results (initial within six months prior to date of hire, then good for two years)
- Physical examination with acceptable results required to begin work
- New York State Child Abuse Registry Clearance
- Fingerprint Clearance
- CPR/First Aid
- Child Abuses Prevention

**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 is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing 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 is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

**Employee Statement:** I have read and understand the above job description. I understand that I must follow all the policies and standards put forth to me in this job description, the Employee Handbook, and any other departmental or association policies. I certify that I have shown proof of required certifications and will maintain current certifications as listed above.

Employee Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date agreement reached: \_\_\_\_\_