

YMCA OF THE GREATER TRI-VALLEY JOB DESCRIPTION

Job Title: School Age Child Care (SACC) Site Assistant

Department: School Age Childcare

Reports to: SACC Site Leader/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.
- Assist the SACC Site Director in planning and implementing quality program curriculum and lesson plans of the daily program, including arts and crafts, active games, and snack.
- Assist with supervision of children. Maintain that children are never left alone. Make sure all children are watched at all times.
- Assist with positive reinforcement and disciplinary needs of children.
- Assist in maintain a physically and mentally safe environment for the children.
- Actively support and participate in YMCA functions as notified by the SACC Director
- Attend all required staff meetings and give input on programming issues.
- Assist with record-keeping including daily attendance, monthly supply request, DSS paperwork, newsletter information, and lesson plans. Meet all required deadlines.
- Follow and enforce Association and departmental policies, including the substitute policy.
- Attend YMCA program for snow days and other school holidays/vacation days/days off as needed by the YMCA.
- 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

This job has not supervisory responsibilities.

Qualifications

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.

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Minimum Education and/or Equivalent Experience

Must have a high school education; or substantial experience working with children under 13 years of age.

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, ratio, 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.

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.

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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: _____