



YMCA JOB DESCRIPTION

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

POSITION SUMMARY:

Helps Organize and implement high quality YMCA child care program(s).

ESSENTIAL FUNCTIONS:

1. Supports for healthy eating through coaching, mentoring, and monitoring menu quality
2. Assures compliance with state and local regulations as they relate to program areas. Ensures that YMCA program standards are met and safety procedures followed.
3. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
4. Develops and maintains relationships parents. Responds to all concerns from parents in a timely manner. Reporting all issues to director.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Cultivates relationships to support fund-raising.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Minimum age requirements may apply; minimum age of 18.
2. Certified in Connecticut Child Care CPR; First Aid; AED
3. Certified in Epi Pen and Medication administration.
4. Typical requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Trips Slips and Falls, Bloodborne Pathogens, Social Media, School age Training.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Staff Health assessment completed and up to date. (TB test)

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.

STAFF RESPONSIBILITIES (Include but are not limited to)

Opening and Closing before and after care.

Staff attendance- message in for off sites and log in phone apps. Email hours in spread sheet the last day of the month and the 5th of the month.

Children attendance (sign in/out and report late pick ups)

Check ID on parents and emergency pick up people.

Clean up all areas used.

Follow assigned schedule and planned activities with enthusiasm.

Supplies (conserve and report any items needed)

Staff meetings (attend all staff meetings)

Snacks served following HEPA standards.

Health and safety: Control communicable Diseases, Administer children's meds following state guidelines, isolate ill children and contact parents, administer first aid if needed and document, indoor, outdoor and bathroom supervision, ability to respond to emergency situations including fire, gas leak and parent pick up under the influence.

Expectations: Professionalism, attitude, being prepared to work, responsibilities to parents and children, communication problems, staff shirt at all times, attend all trainings and meetings.

Check all paperwork handed in for completion. (Follow medication administration policy and training to ensure proper documentation and medication is turned in)