



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YOUTH DEVELOPMENT PROGRAMS

Job Title: **After School Program Staff**

FSLA Status: Part time seasonal (school year)

Reports to: Youth Development Director

Revision Date 5/20/2025

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### POSITION SUMMARY:

The goal of the After School Program Staff is to create a safe, positive, engaging atmosphere while providing direct supervision to children 6th through 8th grade in the YMCA building. The YMCA's core values (honesty, respect, responsibility and caring) will be guiding principles for the Supervisor's interaction with children, teachers, and parents. Hours of this position are based on the HCCS school calendar and have the potential to vary.

Typical work hours: 2:15p-5p (early school release and inclement weather release TBD).

Work days: Monday through Friday (August -May)

Pay Rate Details: starting pay rate up to \$9/hr.

### ESSENTIAL FUNCTIONS:

1. Actively engage and supervise children 6th-8th grade.
2. Implement programs and activities that are developmentally appropriate and consistent with YMCA values.
3. Adhere to program standards including safety, cleanliness, and interpersonal standards as provided by the Youth Development Director.
4. Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Electronics guidelines should also be followed during program activities.
5. Maintain positive relations with students, teachers and other staff. Model relationship-building skills in all interactions.
6. Be support staff for Youth Development Director and Afterschool Programming guests if needed.
7. Willingly perform other duties as assigned.

### PHYSICAL DEMANDS:

Ability to plan, lead and participate in a range of physical activities in a variety of outdoor/indoor settings in accordance with the essential functions of the position.



## YMCA COMPETENCIES (Leader):

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**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgements, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. High school graduate or equivalent; one year or more of college preferred.
2. Previous experience working with children preferably from all age ranges.
3. Ability to cultivate an environment of positive enrichment for kids and parents.
4. MUST be at least 18 years of age.
5. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date (prior to starting date).
6. Previous experience with diverse populations is preferred.
7. Must have reliable transportation to and from work.

I fully understand the above job description and its qualifications, and by signing, agree that I am able to fulfill the essential functions and physical demands of this specific job.

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Print Name

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Signature

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Date