



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

## **YMCA JOB DESCRIPTION**

Job title: Before and After School Care Provider

**POSITION SUMMARY:** Cares for the children enrolled in before and after school care. Staff creates a positive, safe and enjoyable environment. Provides a quality experience for the children and parents that focuses on the YMCA Four Core Values: caring, honesty, respect and responsibility. General hours for this position are 5:45am-8:45am for before school care and/or 3:45pm-6:30pm for after school care. (Hours will vary on 30 minute-delay start days, 2 hour delay days and early release days.)

### **ESSENTIAL FUNCTIONS:**

1. Care for children in grades kindergarten thru 8<sup>th</sup>.
2. Builds positive relationships with parents so they feel comfortable leaving their children with confident and reliable child care providers.
3. Keeps records of attendance in Daxko and clipboard sign-ins, is able to complete an accident report when needed and records special needs as specified by the parent/guardian.
4. Keeps the safety and well-being of the children their first priority at all times. Works in collaboration with other staff to keep the room and toys clean.
5. Attends and participates in all relevant meetings and trainings.
6. Follows YMCA policies and procedures as explained in the onboarding with the Early Childhood Director and in The YMCA Employee Handbook.
7. Any other duties as deemed necessary by the Program Director.

### **YMCA COMPETENCIES:**

Mission advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers. Builds effective, supporting working relationships with coworkers. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities and opinions. Seeks first to understand another's point of view and remains calm in challenging situations. Speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgements. Transitions from one activity/situation to another. Embraces new approaches and ideas to create a better member service. Establishes and strives to meet or exceed goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures. Works to deliver a high value experience for program participants.

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 to perform well, uses best practices and demonstrates knowledge as described in the YMCA Employee Handbook.

**QUALIFICATIONS:**

1. Required certifications – CPR, First Aid and online Child Abuse training.
2. Required background check.
3. The Before School and After School staff must have a pleasant and patient personality, with the aptitude for understanding children and parent needs.
4. Must understand the growth and development of children kindergarten through middle school.
5. Previous experience with diverse populations, ability to develop positive relationships with people from different backgrounds is preferred.
6. The ability to plan, organize and implement age-appropriate activities.

**PHYSICAL DEMANDS:**

1. Ability to perform all physical aspects of then position – including walking, running, standing, bending, reaching, and possibly lifting children.
2. Ability to participate in all activities and respond to emergencies quickly and appropriately.

Employee name (please print) \_\_\_\_\_

By my signature below, I agree to abide by the above job description.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_