

## **TAYRLOR FAMILY YMCA POSITION DESCRIPTION**

Title: *School Age Worker*

Site: Lily Lake, Howard B Thomas, Gilberts

FSLA: Part Time

Wage: DOQ

Reports School Age Child Care Coordinator

Branch: Taylor Family YMCA

### **GENERAL DESCRIPTION**

The School Age Worker is responsible for the overall safety and welfare of the school-age children and making sure the scheduled plan of activities is followed. The School Age Worker is also responsible for maintaining, organizing and securing all equipment and supplies used during the program.

### **SKILLS AND QUALIFICATIONS:**

The School-age Worker must be at least 19 years of age and at least five years older than the oldest child with whom they work. The School-age Worker must have achieved:

- A. Thirty semester hours (or 45 quarter hours) of credit from an accredited college or university with six semester hours (or nine quarter hours) related to school-age child care, child development, elementary education, physical education, recreation, camping, or other related fields; or
  
- B. 1560 clock hours of experience in recreational program or licensed day care center serving school-age children or a license exempt school-age child care program operated by public or private school, and six semester hours (or nine quarter hours) of credit from an accredited college or university related to school-age child care, child development, elementary education, physical education, recreation, camping, or other related fields; or
  
- C. A high school diploma or equivalent certificate plus 3120 clock hours of experience in a recreational program, kindergarten, or licensed day care center serving school-age children or a license exempt school-age child care program operated by a public or private school.

In addition, School-age Worker must also have First Aid and CPR certification within one month of employment.

### **PRINCIPAL ACTIVITIES**

1. Works under the direct supervision of the Site Coordinator and is accountable to the School Age Child Care Coordinator.
2. Follow weekly activity plans designed to promote fun, maximize safety and teach the positive Character Development values of Caring, Honesty, Respect, and Responsibility.
3. Maintain proper behavior from all children through behavioral programs put into place at assigned branch.
4. Establish and enforce the highest standards of health and safety at all times.
5. Attend all staff meetings as well as all other meetings and trainings throughout the school year as necessary.
6. Report to the branch/school assigned to you by the designated time agreed upon at the time of hire.

7. Maintain cleanliness of the YMCA facility/school and care properly for all equipment and supplies.
8. Take on additional responsibilities, if asked, and fulfill daily responsibilities in accordance with the program objectives.
9. Teach YMCA branded Math and Reading programs.
10. Report any concerns of the children's welfare to the Site Coordinator.
11. Support annual fund raising events.
12. Support the policies and mission of the Before and After School Achievement Program and those of the Golden Corridor Family YMCA Association.

### **ENVIRONMENT**

Stand: Extended Periods.

Mobility: To various locations throughout the school, YMCA and field trip locations.

Cognitive: Ability to think in abstract, problem solving, decision making, instruct, coordinate, organize, plan and supervise children.

Health and Safety Requirement/Instructions: Current CPR, First Aid and Blood borne Pathogen training are required.

### **MEMBER SERVICE STATEMENT**

Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the YMCA and the community at large.

### **EFFECT ON END RESULTS**

This position has a primary impact on the effectiveness in which this branch serves the children of our community.

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