



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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| TITLE: | Pre-School Day Camp Instructor / Parents Night Out Staff | DEPARTMENT: | 11-Children's Programs |
| STATUS: | Seasonal, Non-exempt | REPORTS TO: | Children's Program Director |
| REVISED: | Apr-18 | BRANCH: | Pabst Farms |

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. This position will provide pre-school appropriate programs that encourages physical, spiritual, emotional, and intellectual growth in a safe and nurturing environment.

QUALIFICATIONS:

- Previous experience providing care for pre-school aged children, preferred.
- Experience in children's programming/education, preferred.
- Certifications that must be obtained and maintained within first 90 days: CPR, AED , First Aid, Child Abuse Prevention, Blood borne Pathogens, Hazard Communication.
- Willingness to attend meetings, training, and obtain additional certification as requested.

PHYSICAL DEMANDS:

Ability to perform all physical aspects of the position; including leading classes, walking, standing, bending, reaching, and lifting. Individuals in this position may be subject to all elements of weather and loud facilities.

ESSENTIAL FUNCTIONS:

- Supervise, develop, and lead assigned children and volunteers by conducting head counts within unit throughout program as well as plan, set up and instruct activities as assigned.
- Suit up and enter pool with children to assure required adult to child ratios in swimming pool.
- Ensure safety and cleanliness of program equipment and facilities as well as clean room and put materials away after programs.
- Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Complete incident and accident reports as necessary.
- Uphold the core values of the YMCA when dealing with people within the YMCA facilities and in the community.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Serves others by intentionally welcoming, connecting, and supporting them, and inviting them to get involved and give back to the community.
- Tells the Y story in regular interactions with members.

Building Relationships

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
- Creates a safe environment in which others feel welcome and respected.

Leading Operations

- Serves with purpose and passion.
- Acts responsibly with the Y's resources, following all budgeting policies and procedures and reporting irregularities immediately.
- Explores new ideas, remaining open to new ways of thinking and approaching problems.
- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Delivers a high-quality experience to members, participants, or project teams.

Developing & Inspiring People

- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).
- Acts in alignment with personal and organizational values in all situations.
- Remains calm and objective when under pressure or when challenged by others.
- Accepts responsibility for behavior.

DISCLAIMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor.

Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

Employee Signature

Date