



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Youth Development Staff Assistant
STATUS: Non-exempt
REVISED: Jun-18

DEPARTMENT: 06-School Age Child Care
REPORTS TO: Youth Development Director
BRANCH: Choose an item.

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. Assist and implement programming that encourages physical, emotional, and intellectual growth in a safe and nurturing environment.

QUALIFICATIONS:

- Experience in children's programming/education or babysitting, preferred.
- Attend meetings, training, and obtain additional certification as requested.

ESSENTIAL FUNCTIONS:

- Assist with supervision of assigned children in all areas of program utilization.
- Closely monitor arrivals, departures and absences of all participants; report all concerns to counselors.
- Assist with implementation of appropriate lesson plans that utilize, but are not limited to the following areas: values, storytelling, games, drama, arts and crafts, singing, multi-cultural activities, sports/fitness and reading help.
- Lead activities as assigned and actively engage during all scheduled shifts.
- Assist in maintaining documentation, participant records, and uphold program policies and practices in compliance with state licensing requirements.
- Ensure safety and cleanliness of all equipment and facilities utilized by programs.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- 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.
- Shows appreciation and respect for the time, talent, and contributions of all volunteers.

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.
- Responds to the individual needs of the other person.
- Creates a safe environment in which others feel welcome and respected.

Leading Operations

- Acts responsibly with the Y's resources, following all budgeting policies and procedures and reporting irregularities immediately.
- Serves with purpose and passion.
- Delivers a high-quality experience to members, participants, or project teams.
- Recognized own biases and suspends judgmental thinking.

Developing & Inspiring People

- Supports members, participants, or project teams in achieving their goals.
- Acts in alignment with personal and organizational values in all situations.
- 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