



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: Fit Kidz Assistant

Job Status: Non-Exempt

Reports to: Director of Youth & Teen Services

Date:

POSITION SUMMARY:

Facilitate and monitor the activities of children enrolled in the Boothbay YMCA after school program. Monitor and interact with students to keep students engaged in intellectual, creative, artistic, and physical activities. Become a mentor and trusted role model to students. Be encouraging, accepting, and engaging. Promote physical fitness with healthy nutrition and lifestyle choices. Assist with planning independent outdoor activities and/or partner with area organizations to provide environmental education. Work with the Y Fit Kidz Team Leader to coordinate, organize, and implement services after-school.

ESSENTIAL FUNCTIONS:

This position must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. Responsibilities of the position include:

1. Be available to work from the end of each school day until the end of the program (5pm) unless scheduled otherwise. For in-service and school vacations, be available to work up to 40 hours per week.
2. Assures that staff to child ratio stays within 1:13.
3. Maintains healthy role model habits (eating, drinking, lifestyle) to model responsible choices.
4. Communicates daily to parents about child's day, discipline, behavior, and expectations of the program or any other pertinent information.
5. Assist in bringing children to and from Y programs for which they are signed up within the FitKidz timeframe.
6. Assist in the planning and implementation of a daily program, consistent with HEPA and 5210 Let's Go, which will meet the needs of the children in attendance; set up program, project, and activity areas as needed.
7. Collaborate with Team Leader in designing and implementing activities and assignments to encourage attendee's intellectual, creative, artistic, and athletic enrichment and abilities; assist students in working on and completing after school program assignments, projects, and activities. Develop new programming to meet the needs and interests of enrolled children.
8. Monitor individuals or small groups of students; assure student understanding of program rules and procedures and are held to them consistently; maintain appropriate order and student conduct.
9. Monitor children to ensure their health, safety and physical well-being; perform routine First Aid and CPR; perform first aid in emergency situations according to established procedures; enforce and ensure health and safety rules and procedures are observed.

10. Interact with children in an effort to build self-esteem and form a comfort level with their peers; answer student questions, provide proper examples, emotional support, a friendly attitude, and general guidance. Speak positively to and about children.
11. Assist with the development and coordination of a calendar for program activities and events designed to compliment learning and enrichment. Seek children's input, particularly for full day planning.
12. Demonstrate and assist students with art projects.
13. Oversee students in physical activities, including but not limited to, hiking, climbing, swimming, outside winter sports, basketball, kickball, softball, dodgeball, running, etc.
14. Assist in maintaining program standards of student behavior needed to achieve effective participation in activities without interfering with the natural, informal atmosphere of the program; assist in resolving student disputes; refer serious discipline problems to program supervisors.
15. Maintain a clean and organized environment for students; demonstrate and involve students in cleaning and organizing the program activities areas before, during, and after use. Assign leadership roles to older children.
16. Perform a variety of low level clerical duties in support of program activities such as logging and recording information; creating and maintaining records and files as assigned.
17. Operate a variety of after school program supplies and equipment including athletic equipment, arts and crafts equipment, and office equipment as assigned.
18. Participate in regular staff meetings and assist with in-service training as needed.
19. Perform related duties as assigned.

Skills:

- Knowledge of methods and practices of child enrichment and behavior and learning patterns.
- Knowledge of methods and practices of leadership and guidance.
- Interpersonal skills such as tact, patience, and courtesy.
- Oral and written communication techniques.
- Basic record-keeping techniques.
- Basic arithmetic: addition, subtraction, division, multiplication.
- Basic standards of child health and safety.
- First Aid and CPR training preferred.
- Acceptance of diverse cultural communities and backgrounds.

Abilities:

- Provide role-model behavior for students.
- Oversee and monitor students.
- Provide a safe, clean, and organized environment.
- Recognize conflict between students and provide guidance and coping skills.
- Interact with individuals or small groups of students with tact and patience.
- Perform a variety of clerical duties in support of program activities.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and relate to children.
- Communicate effectively.
- Monitor, observe and report student behavior.
- Observe health and safety regulations.
- Work independently and as a member of a team.

QUALIFICATIONS:

- Minimum 17 years of age
- Able to lift 20lbs

A background in education is preferred. Experience is preferred. Excellent networking, written and general communication skills to effectively communicate with staff and parents is required. Rate of pay will be based on education and experience.

YMCA COMPETENCIES (Leader):

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 judgments, 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.

Employee

Supervisor