



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

YMCA OF SAN JOAQUIN COUNTY- JOB DESCRIPTION PROGRAM ASSISTANT

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA program(s).

DUTIES AND RESPONSIBILITIES:

1. Provides exceptional customer services to all students and guest of the High School After School Program.
2. Proactively greets, connects and serves students and guest.
3. Proactively interacts with students at all times through a variety of positive activities and interactions.
4. Assist with programs activities and expand programs within the community in accordance with strategic and operating plans.
5. Always comply and implementing rules and expectations set forth by the YMCA and partner agency. This includes planning, reporting, positive behavior, dress code, language and staff conduct.
6. Assist in the marketing and distribution of program information, may organize and schedule program registrations.
7. Knowledgeable of After School Enrichment and Safety (ASES) and Local Control Accountability Plan (LCAP) funding.
8. Must attend all meetings set by both YMCA and community partners.
9. Must be willing to work with at-risk youth in school site environment.
10. Ensures the safety of students in the After School Program at all times. Adheres to all Child Abuse Prevention protocols and best practices.
11. Maintains the cleanliness and care of the program area at a high level, recognizing that proper maintenance helps to ensure both site safety and satisfaction.
12. Assist as appropriate to emergency situations in keeping with YMCA procedures, including accurate and timely completion of all follow-up documentations and reporting to supervisors.
13. Performs other duties assigned.

REQUIREMENTS:

1. Completion of High School or GED.
2. Must have 48 semester college units or NCLB Certificate.
3. At least one year related experience preferred.

4. Must be a minimum of 18 years of age.
5. Ability to relate effectively to diverse group of people from all social and economic segments of the community
6. Must have reliable transportation.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, student's homework and curriculum operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees or the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to analyze moderately complex problems where there are standardized activities. Problem solving results from conformity to established patterns and policies.

OTHER SKILLS/CERTIFICATES AND ABILITIES:

Ability to organize and follow through with detail-oriented projects. Dress appropriately and wear ID badge, close toed shoes, appropriate for any activity or situation. Hat only used outdoors. Store personal items. Greet visitors. Interact positively with students. Maintain control of group using behavior modification techniques prearranged by the YMCA. Assure work area is clean. Use his/her talents.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; run; sit; use hands to operate objects, tools and/or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and/or crawl; talk and/or hear; taste and/or smell. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

YMCA COMPETENCIES (TEAM LEADER):

Mission Advancement: Models and teaches the Y’s values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.

ACKNOWLEDGEMENT AND RECIEPT

I understand and mutually accept the above description to represent the job I have agreed to perform. I understand that I may be asked to perform other duties as needed that are not included in this position description.

Employee Signature

Date

Supervisor Signature

Date