



## YMCA of San Joaquin County Position Description

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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<b>JOB TITLE:</b>	Program Assistant-Supper Up
<b>REPORTS TO:</b>	Program Director
<b>FLSA STATUS:</b>	Part-Time/Hourly/Seasonal
<b>PREPARED BY:</b>	Isela Robles
<b>PREPARED DATE:</b>	January 19, 2016

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### **General Function:**

Program assistant is responsible for planning and implementing a variety of recreational and educational activities which support children's learning and promote self-esteem in a group setting. Must be motivational and engage in the following activities: SPARK curriculum, sports, and other physical activities. Enrichment, homework help, creative arts and craft. Manage a group of children applying appropriate standards/expectations to ensure a healthy physical, social and emotional environment. MUST positively interact with children/parents/guardians, and community center staff.

### **Know How - Job Requirements:**

Candidate must have a high school diploma or equivalent. Prior experience should include site development, program planning, and supervision of children. All staff shall be emotionally stable, mature, of good character with the ability and intention of meeting the physical, mental, emotional and social needs of the children in care. Must be at least 18 years of age, obtain TB clearance, Live Scan clearance or fingerprint submission to Department of Justice, CPR/First Aid within time requested by Site Director. Must have transportation and able to transport supper meal as required. Promote program to community and local schools.

### **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 by wearing a staff shirt and ID badge, close toed shoes, appropriate

for any activity or situation. Hat only used outdoors. Store personal items. Greet visitors. Make and follow a weekly schedule, be prepared when engaging students in activities, interact positively with students. Maintain control of group using behavior modification techniques, assure work area is clean, work as a team with other staff, and assure to utilize the talents of the older students to help in the program.

**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 frequently required to talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Duties and Responsibilities:**

A. Supervision of Children

1. Supervises a group of up to 25 children
2. Acts as positive role model for children
3. Interacts with individuals as well as whole group.
4. Participates actively in site activities.
5. Establishes and maintains appropriate physical and behavioral limits.
6. Uses appropriate disciplinary techniques; keeping Program Director informed of children requiring special attention.
7. Watch for safety of children
8. Supervise children, in sight, at all times.
9. Use appropriate voice level and positive statements with staff and children.
10. Confers immediately with program director concerning suspected child abuse and follows mandated reporting procedures.

B. Program

1. Planning and implement a variety of recreational and educational activities which support children's learning and promote self-esteem in small group

settings in accordance with YMCA philosophy and the four values: Honesty, Respect, Responsibility and Caring.

2. Is responsible and accountable for program preparation and delivery to a group of children
3. Decorates room effectively; conveying a warm and welcoming atmosphere.
4. Cleans up room and participates in housekeeping routines.
5. Perform related duties as assigned.

#### C. General Responsibilities

1. Greets parents, verbally and with eye contact, and shares all communication from parents with Site Director.
2. Maintain a physically, emotionally & socially healthy environment for participants.
3. Use of appropriate disciplinary techniques.
4. Attend and actively participate in trainings offered by the YMCA and other organizations.
5. Carries out directions of Site Director.
6. Sets positive example in conduct and personal habits.

#### D. Personal Qualities:

1. Exhibits good personal hygiene & follows specified dress code as outlined in the employee handbook.
2. Exhibits poise and self-confidence, behaving in a professional manner with staff, parents, and children.
3. Respects the attitudes and opinions of others.
4. Accepts and uses constructive criticism and analysis of job performance.
5. Completes and takes responsibility for personal paperwork necessary for employment and payroll.
6. Arrives to work on time.
7. Comes to work regularly.
8. Provides a time request on a timely manner and arranges necessary absences with Program in advance.
9. Be focused on students at all times, cell phones are not allowed during program hours unless there's an emergency.

#### **After Hire Requirements:**

CPR and First Aid Certificate

#### **How to Apply:**

**Download Application Online:** <http://ymcasjc.org/ymca/employment>

**Submit Application by Email:** [irobles@ymcasjc.org](mailto:irobles@ymcasjc.org)

**Submit Application in person or by mail:** Isela Robles, 2105 W March Ln, #1

**Application Deadline:** 8/12/2016

**Acknowledgment & Receipt**

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.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date