



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

YMCA OF SAN JOAQUIN COUNTY - JOB DESCRIPTION

GROUP LEADER (PART-TIME)

Under supervision of the Program Coordinator, the Group Leader will plan and implement a variety of recreational and educational activities which support children's learning and promote self-esteem in small group settings that fit the ASES Grant requirements.

DUTIES AND RESPONSIBILITIES:

The Group Leader must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The Group Leader will be responsible for the following:

A. Supervision of Children

1. Supervises a group of 20 children specifically designated by site supervisor.
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 site supervisor informed of children requiring special attention.
7. Participates in monthly emergency drills.
8. Watch for safety with children through risk management methods.
9. Supervise children, in sight, at all times.
10. Use appropriate voice level and positive statements with staff and children.
11. Confers immediately with site supervisor concerning suspected child abuse and follows mandated reporting procedures.

B. Program

1. Plan 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. Responsible and accountable for program preparation and delivery to a group of children specifically designated by the site supervisor.
3. Cleans up room and participates in housekeeping routines.
4. Perform related duties as assigned.

C. General Responsibilities

1. Greets parents, verbally and with eye contact, and shares all communication from parents with site supervisor.
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 supervisor and program coordinator.
6. Sets positive example in conduct and personal habits.

REQUIREMENTS:

1. Must qualify with 48 completed semester units or obtain a Proficiency Exam Certificate (Basic Skills Assessment Test) within time requested by Program Director.
2. Must be at least 18 years of age, obtain TB clearance, pre-employment physical examination, Live Scan clearance or fingerprint submission to Department of Justice, FBI and request for Child Abuse Index within time requested by Program Director
3. Copies of all transcripts and proof of work experience must be submitted to Program Director

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 and submit that schedule to the site supervisor WEEKLY by the due date assigned. Interact positively with students. Maintain control of group using behavior modification techniques prearranged by the YMCA or school district. Assure work area is clean. Interact with site supervisor. 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 (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.

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 & 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.

Employee Signature

Date

Supervisor Signature

Date