



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## POSITION DESCRIPTION

**Job Title:** Y's Kids Child Care Assistant

**Reports To:** Site Coordinator

**Position Type:** Non-Exempt Part Time

**Revision Date:** April 17, 2019

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## POSITION SUMMARY:

Under the direction of the Site Coordinator, the Y's Kids Child Care Assistant is responsible for aiding in the supervision of participants. Y's Kids Child Care Assistants will assist the Site Coordinator in the daily administration of program curriculum, including: administering games and activities, attending field trips, providing daily feedback to the Site Coordinator and parents, completing and maintaining daily logs, and ensuring the delivery of a fun experience in a safe environment.

## ESSENTIAL FUNCTIONS:

1. Supervises and ensures the safety of all participants at all times. This includes ensuring participants are properly hydrated, playing in areas that are free of hazards, etc.
2. Assists the Site Coordinator in the planning, organization, implementation, and supervision of activities, games, and experiences.
3. Leads and participates in activities, games, and experiences with all participants, including swimming lessons or free swim time.
4. Tracks attendance and performs head counts of participants throughout the day.
5. Prepares and distributes snacks/meals to participants in accordance to the YMCA of the USA's Healthy Eating and Physical Activity Guidelines and requirements of the DuPage County Health Department.
6. Maintains a positive relationship with staff, peers, participants, parents, vendors, and volunteers.
7. Demonstrates confidentiality of participant and agency information.
8. Demonstrates the capacity to make sound decisions and effectively communicate with participants, parents, vendors, volunteers, and other staff members.
9. Responsible for any equipment and materials used.
10. Responsible for following and enforcing all guidelines of Tri-Town YMCA.
11. Responsible for cleaning activity areas during and at the conclusion of programming.
12. Prepares and submits incident reports, attendance reports, timesheets, and any other required paperwork daily.
13. Interacts with parents/guardians during drop-off and pick-up times.
14. Communicates problems, concerns, and changes in schedule to the Site Coordinator.
15. Communicates any behavioral or disciplinary problems to the attention of the Site Coordinator.
  
16. Attends and participates in staff trainings and meetings.
17. Supports and embodies the core values and mission of Tri-Town YMCA.
18. Other duties as assigned.

**QUALIFICATIONS:**

1. Must be at least 18 years of age.
2. Must have and/or be able to obtain valid First Aid, CPR, and AED certifications by first day of program.
3. Must complete DCFS Mandated Reporter certification within first seven days of employment.
4. Must complete and pass a criminal background check prior to start of employment.
5. Must have the ability to read, write, and organize materials in English.
6. Must be able to supervise participants and have safety awareness.
7. Proficient ability to work independently and with teams.
8. Previous experience working in a group setting supervising children is preferred.
9. Public speaking, organization, and leading small and large groups is preferred.
10. Computer skills in Microsoft Office is preferred.
11. Must have a flexible schedule with the ability to work weekdays August through June from 6:30 am – 6:30 pm.

**PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS**

The Y’s Kids Assistant may be required to work long periods of time inside and outside. The person must be able to lift, turn, and carry 25 pounds at least 10 feet, and placing this load on shelves at chest height so as to fulfill this requirement. May be required to work during various weather conditions, including hot temperatures and rain.

Sitting – Occasionally

Crawling – Occasionally

Stopping – Occasionally

Balancing – Occasionally

Crouching – Occasionally

Strength – Light (0-25 Pounds)

Climbing – Occasionally

Kneeling – Occasionally

Walking - Frequently

Tri-Town YMCA is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. Tri-Town YMCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Tri-Town YMCA are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where Tri-Town YMCA operates. Tri-Town YMCA will not tolerate discrimination or harassment based on any of these characteristics. Tri-Town YMCA encourages applicants of all ages.