



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

CHILDCARE SCHOOL AGE PROVIDER

JOB DESCRIPTION

Name: _____

Department: _____ Director Supervisor: _____

GUIDING PRINCIPLES FOR ALL STAFF:

***Mission:** The Auburn-Lewiston YMCA is a character-building organization dedicated to building strong kids, strong families, and strong communities through programs that promote a healthy spirit, mind and body for everyone regardless of ability to pay.*

***Our Cause:** At the Y, strengthening community is our cause. Every day we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow, and thrive.*

Areas of Focus

- **Youth Development:** Nurturing the potential of every child and teen.
- **Healthy Living:** Improving the nation's health and well-being.
- **Social Responsibility:** Giving back and providing support to our neighbors

General Function: A School Age Provider will maintain a safe, high quality program for children

Entry Requirements: High School Diploma, experience working with children in some capacity

Physical Requirement: *Must be 17-years or older

Physical Demands:

- *Ability to routinely lift children (up to 50 lbs.)
- *Move furniture in a classroom
- *Sustain long hours of active work
- *May be asked to ride on a vehicle and supervise children (including ensuring children are accounted for based on attendance sheets)
- *May be asked to swim with children on a regular or irregular basis

Mental Demands:

- *Ability to communicate effectively
- *Ability to maintain emotional control under stress

Job Segment, Roles and Responsibilities:

Staff Child Interactions:

- Frequently interact with children showing interest and respect
- Is available and responsive to children's needs
- Speaks with children in a friendly, positive, courteous manner
- Talks with individual children, and encourages children to use language
- Treats children of all races, religions, family backgrounds and cultures with equal respect, consideration and role models equality to children in the program
- Provides children of both sexes with equal opportunities to take part in all activities
- Encourage children's development of independent functioning, as appropriate to the age of the child (IE Self help skills such as picking up toys, wiping up spills, dressing self, toileting, hand-washing etc..)
- Does not use corporal punishment, or other forms of negative discipline methods that hurt, humiliate or frighten children
- Re-directs children to appropriate play when behavior is inappropriate. Does not use time-outs, never uses words such as "bad boy," "naughty girl," and minimizes the use of "no" or "don't"
- Ensures the overall sound of the group/classroom is pleasant most of the time
- Supports children's emotional development, assisting them to be comfortable, relaxed, happy and involved in play activities
- Recognizes and encourages pro-social behaviors among children, such as cooperation, taking turns, talking to solve problems and concerns for others
- Makes meal time a pleasant and social learning experience for children. Every attempt is made to assure one staff member is sitting with children while they are eating meals and snacks

Health and Safety:

- Supervise children at all times, including toileting. Position so able to see all children responsible for, while staying engaged with children
- Always know the number of children in group/classroom. Making sure children are signed in upon arrival and out when leaving. Pick up person's ID will be checked if you are not familiar with the person
- Assure that floors are not mopped or vacuumed while children are present
- Follow through with daily/weekly cleaning assignments set on the cleaning chart
- Extra disinfecting is done when illness/disease has been present in classroom/center
- Maintain toilet/diapering area in a sanitary condition.
- Gloves are worn while changing soiled or wet clothing, and when caring for any bodily fluids (IE blood or vomit.)
- Proper hand washing is maintained for self and children

Curriculum:

- Follow through with curriculum/activity that is planned
- Conduct smooth and unregimented transitions between activities, and be flexible enough to change planned or routine activities

Policies and Procedures:

- Respect diversity among children, staff and families
- Read and comply with Maine State Childcare Licensing Rules, review when necessary
- Read and comply with National Association for the Education accreditation guidelines
- Attend YMCA Child Abuse Prevention Training
- Read, sign and comply with Child Abuse Prevention Code of Conduct Policy
- Attend all mandatory staff meetings and events
- Attend the required training hours of 30-hours/year for staff scheduled over 20-hours/week, 18-hours/year for staff scheduled over 20-hours/week
- Hold current CPR/First Aid Training Card
- Communicate for parents/families in a positive and respectful manner on a regular basis, keeping families informed on the specifics of their child
- Work as a team member to assure that the classroom/center runs smoothly

Policies and Procedures Cont.:

- Is flexible, and willing to help out where needed, whether it be another classroom, center, the pool, bus or on a field trip
- Shares the work load and cooperates tactfully and courteously with other staff members regardless of individual assignments
- Accept supervision and guidance from supervisors and administrators
- Help newly hired staff get acquainted, feel welcome
- Follow the YMCA Childcare Dress Code
- Cell Phones or any other personal device are not allowed in classrooms or anywhere children are being supervised
- All expected duties are done in a professional manner

Attendance:

- Every attempt must be made to work scheduled hours (Minimizing when calling out, being on time, staying for entire shift, scheduling appointments around scheduled work hours)
- Only taking paid time off allotted during your fiscal year of August 23-August 22
- Planned Days off must be done according to policy and written in on the Day Off request calendar

Effect of end results: This position assures that our childcare center will provide a safe, high-quality program where children can grow, learn and explore. Providing a place where a parent can feel comfortable leaving their child and know they are safe and well cared for

Disclaimer and approval: This job description may not be all-inclusive and employees are expected to perform other duties assigned and directed by administration. Job Descriptions and duties may be modified where deemed appropriate by administration.



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Auburn-Lewiston YMCA Job Description Read & Received

Signature below indicates that you have read and understand your job description for employment at the Auburn-Lewiston YMCA

Job Description Title: Childcare School Age Provider

Signature _____ **Date** _____

*Denotes essential functions of the job. The YMCA promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see a director should you have any questions about this policy or job duties