



Y's Kids Group Leader Job Description

Title: Y's Kids After-school Group Leader

Reports To: Y's Kids Site Director

GENERAL FUNCTION: The Y's Kids Group Leader is responsible for the enjoyment, welfare, safety and character development of youth involved in the Y's Kids program located four sites in Port Angeles at Jefferson, Hamilton, Dry Creek, Roosevelt and two sites in Port Townsend, Chemicum and Mountain View elementary schools.

MINIMUM REQUIREMENTS

- Be 18 years of age or older
- Have documented experience working with children ages 5-12 and/or have an early childhood education background
- Be multi-task oriented
- Relate well to children and adults in all circumstances
- Be able to engage children in play for extended periods of time
- Pass both a Washington State and DEL background check
- Have negative TB test
- Maintain state-mandated number of STARS credits for position

AREAS OF RESPONSIBILITY:

- Be responsible for the supervision and management of children in activity areas and counselor groups.
 - Become familiar with children's information packet and seek to accommodate desires of parents and youth during the time you are in direct supervision of the children.
 - Carry out positive guidance and discipline when needed.
 - Create and turn in calendars of daily activities by a set date to be determined by the Site Director.
 - Maintain constant interaction with children
 - Assist in planning and implementing daily activities for a group of approximately 12 children.
 - Maintain a professional attitude and loyalty to the Y's Kids program and YMCA.
 - Treat children with respect and dignity.
 - Attend any planned field trips and assist where required/needed
 - Help with general housekeeping tasks including, but not limited to; bathroom cleaning, sweeping, vacuuming and mopping on a daily basis
 - Maintain open communication with children, staff and parents
 - Wear appropriate YMCA attire as directed by policy
 - Adhere to any special instructions regarding food allergies as disclosed on the child's registration packet
1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values of Caring, Respect, Responsibility and Honesty as well as displays flexibility and the ability to accept change. Is willing to try new methods and make suggestions. Shows a strong commitment to the YMCA, conveys enthusiasm for the YMCA and for his/her work.
 2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fund-raising in achieving the YMCA mission.

3. Provides A Quality Experience For Members, Participants, Internal Customers and Others: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within agreed upon timeframes; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
5. Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

