



YMCA of Indiana County			
Employee Job Description			
Position Title:	Youth and Family Program Staff	Department:	Youth and Family
Reports To:	Director of Youth & Family Programs	Grade:	1
Classification:	Full time/ Part Time / Seasonal	Job Code:	YSCO-7106

GENERAL FUNCTION:

Provides childcare services, participant support, instruction, and leadership within programs of the Youth and Family Department. Demonstrates a commitment to YMCA core values: Caring, Honesty, Respect, and Responsibility in all aspects of job performance. Staff have responsibilities in conjunction with the programs they are supporting including but not limited to those listed: *Child Watch, Birthday Parties, Family Events, Fun Days, Individual Youth/Family Programming*

CORE COMPETENCIES:

- Provides a quality experience for all participants including but not limited, participants, members, volunteers, fellow team members and visitors.
- Maintains professionalism, displays integrity, and works cooperatively.

EXPERIENCE - KNOWLEDGE – SKILLS - ABILITIES:

- Minimum of 3 months interacting/caring for children.
- Ability to teach and demonstrate a variety of skills and activities appropriate to programs.
- Ability to communicate effectively with participants, parents, volunteers, and team members.
- Ability to respond to safety and emergency situations.
- Ability to work with diverse populations

JOB RESPONSIBILITIES:

- Communicates effectively with participants, team members and supervisor.
- Interacts and supervises participants.
- Ensures the safety and welfare of participants and team members.
- Assures compliance with YMCA quality standards and safety protocols related to family and youth development programs.
- Ensures upkeep of related facilities and equipment including set-up and the closing of activities.
- Understands emergency procedures, location of emergency equipment and ability to respond appropriately in emergency situations.
- Maintains attendance records as required.
- Observes and discusses individual progress with participants and parents as appropriate.
- Maintains compliance with related training, clearances, and certifications.
- Attends meetings and training as required and other duties as assigned.

PHYSICAL REQUIREMENTS:

- Must be able to stand for the duration of the shift.
- Must be able to bend and stoop occasionally.
- Must be able to lift 35 pounds occasionally.

The YMCA of Indiana County complies with ADA and considered reasonable accommodation measures that may be necessary for eligible applicants/employee to perform essential job functions.

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential function of their job, absent undue hardship.

EFFECT ON END RESULT:

The effectiveness of this position can be judged by:

- Attainment of goals and objectives as evidenced in the performance appraisal process and the completion of the major duties of this position.
- Maintenance of safe, clean, and functional facilities for all program areas.
- The YMCA will be recognized by the community as providing excellent service.
- Consistent participant satisfaction.

Employee (print)

Signature Date

Supervisor (print)

Signature Date