



## JOB DESCRIPTION

Job Title: SACC Group Leader Range: Grade 1  
Job Number: Unit: Child Care Date Revised: August 2008  
FLSA Type: Non-Exempt YMCA: Various Page: 1 of 2

### GENERAL FUNCTION

The Group Leader assists the Site Director to implement the YMCA Child Care program.

### ENTRY REQUIREMENTS

- Be at least 18 years of age
- Possess a high school diploma or equivalent
- Incumbents must also be conscientious, creative, willing to direct children and take the initiative when needed, follow through and complete job assignments in a timely manner, be able to relate and communicate well with both children and adults, and possess skills and knowledge about working with school-age children.

### CORE COMPETENCIES

1. **Supports the Mission, Vision and Direction of the YMCA**  
Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and 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 the agreed upon timeframe; 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.

### PRINCIPAL ACTIVITIES

- Assist Site Director in the following: planning and maintaining supplies, monitoring the whereabouts of children at all times, bringing situations which may evolve into serious problems to the Site Director's attention immediately, reporting all injuries to the Site Director and filing an incident report within 24 hours, maintaining a good working relationship with school personnel, families and YMCA staff, assisting parents in signing children in and out of the program and understanding the rules and regulations of the program.
- Attends required trainings and staff meetings.
- Dresses in clean, neat clothing appropriate for indoor and outdoor educational and recreational activities; maintains a high standard of personal appearance and grooming, including personal hygiene, in accordance with standards set by the YMCA personnel policy.
- Has the following documentation on file at the site and the YMCA Child Care Office within expressed timelines after hire: First Aid, CPR, HIV/AIDS, and New Employee Orientation. All background check forms and proof of current TB test must be completed prior to first day of working with children.
- Maintain good YMCA relationships with children, parents, community and school staff.
- Maintain site in accordance with school district standards by doing such custodial duties as necessary to leave the general space, restrooms, sinks, halls, playground in clean, orderly condition.
- Lifting is required.
- Maintain accurate time and attendance records through Infinitime system.
- Other duties as assigned.

**END RESULTS**

Effectiveness is measured in the overall quality of the program as determined by the Program Director, Site Director, and parent evaluations.

I understand and accept the expectations described for the above position with the South Sound YMCA.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_