

# South Sound YMCA

## JOB DESCRIPTION

**Position:** Child Care Group Leader

**Incumbent:**

**Supervisor:** Site Director

### **GENERAL FUNCTION**

The Group Leader assists the Site Director to implement the YMCA child care program.

### **KNOWLEDGE AND SKILLS REQUIRED**

To effectively serve in this position, the incumbent must be a minimum of 18 years of age and have a high school diploma or equivalent. The incumbent must also be conscientious, creative, and able to relate well with both children and adults, and possess skills and knowledge about working with school age children.

### **PRINCIPLE RESPONSIBILITIES**

- A. 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.
- B. Staff is required to attend trainings and staff meetings.
- C. Staff should dress in clean, neat clothing appropriate for indoor and outdoor athletic and craft activities. A high standard of personal appearance and grooming should be maintained, including personal hygiene, in accordance with standards set by the school district.
- D. Have on file at the site and the YMCA child care office within 30 days of employment the following: First Aid, CPR, HIV/AIDS training, and Blood borne Pathogens training. All background check forms, proof of a current TB test, and New Staff Orientation need to be completed prior to first day of working with children. The office staff will see that the sites receive a copy.
- E. Maintain good child, parent, community and school/YMCA relationships.
- F. Maintain site in accordance with school district standards by doing such custodial duties as necessary to leave the general space, restrooms, sinks, halls, playground, etc., in clean, orderly condition.
- G. Lifting is required.

I understand and accept the expectations described for the position of Child Care Group Leader with the South Sound YMCA.

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