



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

## YMCA of Greater Kalamazoo Job Description

**Job Title:** Out of School Time (OST) Staff for our Before and After School Program

**Pay Rate:** \$15.00 per hour

**Program Hours:** Monday-Friday Morning 6:30am-9am Afternoon 3:30pm-6pm

### **POSITION SUMMARY:**

The YMCA of Greater Kalamazoo offers a before and after school program called Prime Time at several area elementary schools in both Portage and Kalamazoo. OST front-line staff will work with Site Specialists and the OST team to create a high-quality program at a designated OST site. Staff will provide direct supervision to children while modeling our core values of integrity, collaboration, diversity, and health.

### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **ESSENTIAL FUNCTIONS:**

1. Available and willing to work at least 5 of the 10 shifts each week
2. Work with site team to ensure program runs smoothly and efficiently each day
3. Facilitate educational and engaging activities for children ages K-5<sup>th</sup> grade
4. Develop and demonstrate knowledge of childcare licensing requirements
5. Ensure program records are complete and kept confidential as required
6. Develop relationships with students and families to ensure open communication is maintained throughout the school year.
7. Commit to expanding your skills and knowledge with required and recommended trainings
8. Remain current in CPR and First Aid to be able to appropriately handle emergency situations
9. As required by Michigan law, report any suspected incidence of child abuse to the program director.

### **QUALIFICATIONS:**

1. Must be at least 16 years of age
2. High school diploma preferred
3. Experience with children is preferred
4. CPR and First Aid certifications must be obtained within the first 30 days of hire.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Must be able to participate in activities with children
- Daily cleaning to maintain a safe and healthy space
- Proof of negative TB test