



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Kalamazoo Job Description

Job Title: **School-Age Childcare/Day Camp Staff**

DOL Status: Part Time

Job Code: Service Worker

FLSA Status: Nonexempt

Job Grade:

Reports to: School Age Director

Revision Date: November, 2019

Primary Department: Youth & Family

Leadership Level: Leader

### POSITION SUMMARY:

Provide direct supervision to children in the School Support program during the KPS school year and continuing with Day Camp during the summer. Will implement planned activities while providing care, safety, and growth of all children. Other responsibilities include providing quality experience to children and parents focusing on YMCA core values: honesty, respect, responsibility and caring.

Day shifts Monday-Friday. Flexible scheduling is available.

### 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. Design, implement, and participate in age appropriate activities.
2. Assist in the general operation of the program.
3. Maintain required program records.
4. Maintain effective communication with parents.
5. Appropriately handle all emergency situations, remaining current in CPR/First Aid certifications.
6. Report any suspected incidents of child abuse as required by Michigan law.

### QUALIFICATIONS:

1. High school diploma
2. Must be at least 18 years of age
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 physically participate in activities with children.
- Daily cleaning is required.
- Proof of negative TB test within a year.