

## YMCA Job Description

Job Title: **Afterschool Program Facilitator**

Job Code:

FLSA Status: Part-Time Non-Exempt

Job Grade:

Reports to: Healthy Living Specialist

Revision Date: 10/1/18

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### **Position Summary:**

Implements program plan in Afterschool Tutoring Program. Works collaboratively with Y and school staff to provide an afterschool snack, physical activity, nutrition education and tutoring in identified areas of need. Provides a quality experience to children that focus on the YMCA core values: honesty, respect, responsibility, and caring.

### **Essential Functions:**

1. Work with school staff to transition students from school day to afterschool program
2. Provide afterschool meal and snack in clean and designated area
3. Plan and implement age appropriate physical activities and games within program guidelines
4. Plan and implement age appropriate nutrition education activities within program guidelines  
Ensure student and staff safety is maintained throughout all activities
5. Under the leadership of teaching staff, provide tutoring to students in identified areas of need through specific methods and strategies or assist with teacher lead activities.
6. Maintain patience and positive methods of communication with students
7. Possess a strong desire to help student achieve goals
8. Attend meetings and in-service training as required
9. Follow appropriate procedures to ensure students are safely transported or released to parent/guardians
10. Lead offsite field trips on designated days
11. Completes other tasks or assignments as requested by Healthy Living Specialist

### **YMCA Competencies (Leader)**

*Mission and Community Oriented:* Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

*People Oriented:* Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Results Oriented:* Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Supports fundraising.

Follows budgeting policies and procedures, and reports all financial irregularities immediately.

*Personal Development Oriented:* Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process.

**Qualifications:**

1. Current CPR, First Aid, AED Adult and Child certification.
2. Complete Child Abuse Prevention, Workplace Harassment and Blood Borne Pathogens Training.
3. Complete CACFP related training.
4. Knowledge of child development issues and youth activities.
5. At least 18 years of age.
6. Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities.

**Physical Demands:**

1. Ability to conduct activities relating to active youth.
2. Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, lifting (up to 50 lbs), running.
3. Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.