Job Title: School Age Site Aide  
Reports to: Assistant Youth Development Director  
Department: Youth Development  
Location: All YMCA Sites  
Status: Part Time  
Pay Rate: Minimum Wage  
Split-Shift  
AM Hours 7AM to start of school  
PM Hours end of school to 6PM

General Function:  
To follow the planned curriculum as well as the direction of the Site Director and Youth Development Program Director. To supervise groups of school age children and ensure all children’s individual needs are met with dignity and respect as well as their safety by following YMCA policies and procedures. To model, practice and carry out the Y core values of Caring, Honesty, Respect and Responsibility.

Entry Requirements:
- 16 years of age
- Obtain First Aid & CPR Certification and Food Handler’s Card

Essential Functions:
- Must understand and adhere to Child Abuse Prevention and YMCA Policy and Procedure Manual at all times.
- Must complete specified trainings on the topics of Health and Safety, Child Abuse and Reporting and Concussions.
- Must report any suspicion of child abuse or neglect as per YMCA guidelines.
- Responsible for assisting the Program Coordinator and Site Director in the daily operation of the site.
- Must be patient and able to make sound judgments in a timely manner on a daily basis while interacting with children.
- Communicate effectively with coworkers, supervisors, parents and children.
- Required to supervise children while in transit and know where all children are at all times.
- Follow documentation requirements for behaviors and injuries.
- Must attend required staff meetings.
- Must adhere to the Dress Code.
- Must be reliable, prompt and practice excellent attendance.
- Be accountable for specifics of each site, administrative duties, problem solving and parent/school communications.
- Adhere to check in and check out policies.

JOB SEGMENTS:

Curriculum Planning
- Must have a basic understanding of child development.
- Initiate activities and experiences that focus on all areas of development with consideration given to each child’s individual needs.
- Follow written weekly lesson plan that will be posted and used as a daily guide.
- Teach children self-help skills and provide opportunities for independence.