

Y SCHOOL AGE™

We build strong kids, strong families, strong communities.

POSITION TITLE: Recreation Leader

REPORTS TO: Site Director

GENERAL FUNCTION: Implement daily activities that ensure an enriching, multi-choice, pressure free environment for the Before/ After School Age Child Care sessions.

QUALIFICATIONS:

1. Age 18 or older
2. First Aid and CPR certified
3. Knowledge of school age child development
4. Experience or interest in working with children
5. Flexible
6. Ability to work without supervision
7. Creativeness, patience, understanding, cooperation and intuitive
8. Ability to motivate, lead, guide and teach children

PRINCIPLE RESPONSIBILITIES:

Arrive 15 minutes prior to children's arrival.

Attend all trainings and complete all paperwork.

- Attend SACC training sessions and meetings once a month
- Complete all forms as required by Wisconsin State Regulations.
- After the three days at a site meet with Training Coordinator for a Performance Evaluation.
- Attend Eau Claire YMCA Orientation.

Work with site director to plan and implement age appropriate activities that will stimulate development and learning in physical, social, emotional and intellectual growth.

- Plan and coordinate large and small motor skills activities at your site.
- Communicate with site director about needed supplies.
- Encourage children's growth in character development through honesty, caring, respect and responsibility.
- Be a role model and teacher of good communication skills, listening skills, cooperation, problem solving and self-control.

Be a "Team Player" through building strong relationships with staff, children, and parents.

- Greet children and communicate with parents about activities and necessary information.
- Have a positive attitude; be flexible and open to improvements and changes.
- Maintain a positive relationship with school staff
- Communicate with other staff daily BOTH verbally and in the Staff Communication Notebook.

Know state certification expectations and strive to uphold these goals at your site.

- Responsible for appearance of program; including cleaning and storage of equipment.
- Document and maintain appropriate records on a daily basis (journal, medication reports, accident, sign in/out etc.).
- Assist in State Licensing and Accreditation process.

Uphold and exemplify the Principals of YMCA Child Care and YMCA mission statement

Participate in all activities with children, be it indoor, outdoor, fieldtrips, sports, crafts, freetime, etc.

Promote other YMCA programs at site (Day Camp, School's Out, Snow Days, etc.).