
**CLIFTON SPRINGS FAMILY YMCA
SCHOOL AGE CHILD CARE STAFF
JOB DESCRIPTION**



Position Title: School Age Child Care Staff
Reports to: Child Care Director
Department: School Age Child Care

Site Location: Midlakes Intermediate School
Date: September 2021
Pay Grade: Competitive

Job Overview:

School Age Child Care (SACC) Staff are responsible for supervising, leading and interacting with all children in the program, incorporating the YMCA values of caring, honesty, respect and responsibility.

Qualifications:

- Must be 16 years of age
- Experience working with children preferred
- Must maintain a professional appearance, strong communication and organizational skills
- Must believe in the Y's philosophy and mission and willing to teach, model and implement the character development values.
- Must be flexible with schedule and maintain a positive attitude
- Will be required to get fingerprinted (18 & older), complete the SCR Clearance for Incidents of Child Abuse and Maltreatment (18 & older), sign our Employee Criminal History Form (18 & older), and have a doctor complete a Medical Statement.

Job Requirements:

- Plan, implement, and supervise the program in accordance with the goals and policies of the SACC programs
- Comply with all OCFS licensing guidelines and requirements
- Have complete knowledge of emergency procedures appropriate for the program to ensure the safety of the participants
- Monitor attendance records and sign in/out sheets
- Develop and maintain relationships with other employees, participants and parents in the program
- Treat all participants, parents and staff with dignity and respect
- Follow age-appropriate discipline policy
- Interact with participants and provide a positive role model during all activities
- Be dependable, flexible, punctual, organized and maintain a professional demeanor
- Attend all staff meetings, training sessions and conferences as requested or required
- Be responsible for the appearance and cleanliness of the learning environment
- Understand the need for and play an active role in the CSYMCA Board approved Fundraising Events and UW Campaign
- Take initiative to do what needs to be done
- Complete all other duties as assigned

Staffing:

We will always be in compliance with the OCFS staff/child ratios. Hours will be determined by the Child Care Director. All employees will be required to fill in a time sheet daily. Request for time off MUST be approved at least two weeks in advance by the Child Care Director. Please note that this is an hourly position and time off will not be compensated for.

Effect on End Result:

This position can and should positively affect the physical, mental, social and emotional development of the YMCA participants. All participants should always have a positive and enjoyable experience at the Y. I, the undersigned, understand and mutually accept the above job description representing the agreement as the job to be performed.

Staff's Name (Please Print)

Staff Signature

Date