

**HUNTERDON COUNTY YMCA
JOB DESCRIPTION**



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB TITLE: SACC Aide
REPORTS TO: District Director, SACC
JOB CATEGORY: Non-Exempt, Part-Time

DEPT: SACC
SALARY GRADE: 3
DATE: 2/10/12

GENERAL FUNCTION:

To assist in the daily operations of School Age Child Care programs that provide social, physical, cultural, intellectual and recreational activities for the children enrolled.

At the YMCA we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission:

Caring: To love others; to be sensitive to the well-being of others; to help others.

Honesty: To tell the truth; to be worthy of trust; to have integrity.

Respect: To treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: To do what you ought to do: to be accountable for your behavior and your obligations.

As an essential function of this position, the individual must be able to communicate, teach and model these values to members, program participants and the general public.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

1. Minimum of a high school diploma or GED.
2. Must be at least 18 years old.
3. Prior experience working with children.
4. Possess at hire and maintain CPR certification, or obtain within 3 months of hire.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands or arms; lift and/or move up to 50 pounds; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

PRINCIPAL JOB SEGMENTS:

1. Assists the Site Director and the Assistant Site Director with the daily tasks involved in running a SACC program. These include, but are not limited to, supervision of children, set up and clean up, and active participation in all program activities.
2. Follows and enforces all established SACC and NJ Licensing policies and procedures.
3. Works to accommodate the needs of all children. Communicates clear, consistent expectations and limits to children.
4. Supports and participates in Association Initiatives according to Association criteria. Partners with other departments or outside agencies as appropriate to ensure success.
5. Builds relationships with members; encourages members to build relationships with other members and join in the YMCA movement.
6. Facilitates and guides the teaching of the values of caring, honesty, respect, and responsibility in our YMCA programs. In addition, models these values personally.
7. Maintains discipline with children during all activities under the guidelines of the Hunterdon County YMCA Child Abuse Prevention Policy and Code of Conduct.
8. Follows all Hunterdon County YMCA policies and procedures.
9. Keeps Site Director apprised of situations requiring his/her attention.
10. Attends trainings, seminars and meetings as required.
11. Performs other job-related duties as requested and necessary.

EFFECT ON END RESULTS:

The Aide fills a vital role for the Hunterdon County YMCA. The effectiveness of this person shall be measured by the degree to which the following goals are met:

1. The YMCA will be known as a leader in the community, as a mission-driven, values-driven, ethical organization.
2. Quality SACC programs are provided which meet the needs of children, families and the community.
3. Programs are positively evaluated by participants.
4. Keeps Site Director apprised of situations requiring his/her attention.

Incumbent Name: _____

Incumbent Signature: _____ Date: _____

My signature on this job description indicates my understanding and agreement with the requirements of this position.