



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

## **FAMILY YMCA BLACK HAWK COUNTY POSITION ANNOUNCEMENT**

Job Title: **School-Age Care Program Assistant**  
FLSA Status: Non-Exempt  
Reports Directly to: Site Lead and SAC Program Supervisor  
Leadership Level: Leader  
Function(s)/Department(s): Youth Programming  
**Pay Range:** \$8.00-\$9.50/hour

### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Our School-Age Care Program Assistants intentionally foster a cause-centered culture that is welcoming, genuine, hopeful, nurturing while implementing high quality YMCA before and after school youth program(s). This position is perfect for those interested in building experience working with youth (i.e. education and youth services majors) and general leadership skills. This position is also perfect for individuals with a passion for working with and mentoring youth.

### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **ESSENTIAL FUNCTIONS:**

1. Developing and implementing programming within the established guidelines.
2. Nurture children through purposeful programming to build achievement, belonging and relationships.
3. Supervise the children, classroom, and all activities. Follows all procedures and standards.
4. Make ongoing, systematic observations and evaluations of each child.
5. Cultivate positive relationships, conduct parent conferences, and maintain effective communication with parents.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Attend and participate in family nights, program activities, staff meetings, and staff training. Support and participate in YMCA community events and fundraising efforts.
9. Must exemplify appropriate behavior and act as a role model for participants showing the core values of the YMCA: Caring, Honesty, Respect and Responsibility.
10. Performs other duties, as necessary, to assure excellent operation of the YMCA youth development programs.
11. Communicate with families and school personnel concerning program and youth needs.
12. Uphold DHS and CACFP compliances (ex. Monthly am/pm fire drills)



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**QUALIFICATIONS:**

- At least 18 years of age.
- CPR/First Aid/AED, Bloodborne Pathogens certification, Mandatory Reporter/Child Abuse Prevention certifications, and other required trainings within 30/60/90 days of hire date.
- Previous experience working with children in a developmental setting preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations preferred. Ability to develop positive, authentic relationships with people from different backgrounds.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- 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.

**TO APPLY:**

Please submit your cover letter, resume and three references to:

Jade Johnson  
Family YMCA of Black Hawk County  
669 South Hackett Road, Waterloo, IA 50701  
jajohnson@blackhawkyymca.org  
For questions please call: 319-233-3531