



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

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** Family Assistant  
**FLSA:** Non-exempt – Part-time  
**Work Schedule:** Various shifts, to include afternoons, evenings & weekends

**Reports To:** Sr. Program Director Family & Teens  
**Work Location:** North Area & Northwest Family YMCAs

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**A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, health living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the direction of the Senior Program Director Family & Teens, the Family Assistant will ensure that the YMCA meets the family member's needs and interests with age appropriate activities. They will provide a quality experience for families and children with classes and special events. The incumbent is a team player that demonstrates strong communication, organization and interpersonal skills. The incumbent accepts, demonstrates and teaches the YMCA core values of caring, honesty, respect and responsibility.

**YMCA Family Department Quality Service Theme:**

By acting as role models and building lasting relationships, we make a positive difference in families' lives.

**Essential Duties and Responsibilities:**

The essential functions of this position include, but are not limited to the following:

- Create an environment of interest, confidence and support, within which children can grow.
- Establish positive relationships with parents, children, staff members, and volunteers; be a positive role model.
- Implement, and execute family events, programs and Birthday Parties.
- Provide an enjoyable experience while the family/children are participating in a class/event.
- Oversee supervision of all children; maintain that children are never left alone and watched at all times.
- Maintain cleanliness in all program areas.
- Inventory and maintain supplies, get supply requests to your supervisor.
- Oversee positive reinforcement and redirection of children.
- Maintain a physically and mentally safe environment for the children.
- Actively support and participate in YMCA functions as notified by the supervisor.
- Attend all required staff meetings and provide constructive input.
- Substitute for staff when needed.
- Other duties as assigned by Supervisor.

**Experience and Education:**

- Work or volunteer experience working with children ages 6 weeks to 11 years old.

**Qualifications:**

- Excellent communication (both verbal and written) and interpersonal skills are critical to the success of this position.
- Ability to be innovative, adaptive, and resourceful
- Brings to this position maturity, responsibility and a sincere interest in working with families and children.
- Possesses ability to work well with other staff and to be self-motivating.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, creative thinking, and leadership skills.
- Possess knowledge of age appropriate activities, developmental milestones, and expectations of children ages 6 weeks – 11 years old.
- Ability to observe confidentiality.
- Able to work a flexible work schedule to include evenings and weekends.

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens (yearly re-certification) and Employee Safety trainings prior to initial assignment to position.
- Must complete CPR, AED, and First Aid certifications, or successfully complete these certifications within the designated time frame per your branch requirements.
- Must complete online Hazard Communication and Youth Protection Series trainings within the first 90-days of employment.
- Must attend and complete other trainings as assigned by director per branch requirements

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The YMCA Family Assistant is committed to promote an environment that teaches values, is healthy and safe, and provides an opportunity for positive growing experiences:

1. Family members are informed of Y programs and involved in various program areas.
2. Strong relationships with parents and children.

**Physical Demands:**

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, balance, stoop, crouch, kneel and climb. Ability to lift and/or carry and move up to 35 pounds (occasionally this could be more). Must be able to lift and/or maneuver large gym equipment. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Duties are performed in a childcare setting; at times childcare employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All childcare employees are required to follow the preventive health policies of the Prime Time at all times. The noise level in the work environment is moderate to above average.

**Americans with Disabilities Specifications:**

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.

**How to Apply:**

Interested candidates should respond to Tess Kenney, Senior Program Director Family & Teens at (315) 303-5966, ext. 212 or email their application to [tkenney@syracuseymca.org](mailto:tkenney@syracuseymca.org), or Laura Lipari, Human Resources Coordinator at (315) 303-5966, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than January 16, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.

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January 2, 2018

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