



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: Parent Child Gym Assistant

Reports To: Parent Child Gym Coordinator

FLSA: Non-exempt – Part-time

Work Location: North Area Family YMCA

Work Schedule:

Two Shifts Open:

1. "Float;" classes available Monday-Thursday from 10am-11:30am & 5:30pm-7pm
2. Monday & Tuesday evenings from 5:30pm-7pm and optional morning shifts

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 Parent Child Gym Coordinator, the Parent Child Gym 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 activities. 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.
- 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.
- Oversee positive reinforcement and redirection of children.
- Maintain a physically and mentally safe environment for the children.
- Actively pursue other trainings, learning opportunities and certifications relating to the position; maintain current certifications required by the position.
- Learn by memory songs/rhymes/games.
- Assist 50% of the classes within the training session and follow the assistant principal duties outlined.
- Prepare a lesson plan for at least 50% of the weekly Parent/Child Gym classes within the training session to be distributed to class participants and to be shared with other facilitators.
- Facilitate at least 50% of the classes within the training session and gain confidence.
- Attend scheduled Parent/Child Gym all staff meetings (Coordinator, Facilitators, Assistants, and Trainees).
- Provide input to help improve the Parent/Child Gym Program.
- Enforce safety standards.
- Set-up and take down equipment as necessary.
- Assist in the organization and maintenance of the Parent/Child Gym equipment storage areas and prop bins.
- Assist in the promotion of the program and recruitment of new facilitators and assistants.
- Substitute for staff when needed.
- Actively support and participate in YMCA functions as notified by the Parent Child Gym Coordinator or Family Director.
- All other duties as assigned by Supervisor and/or Class Facilitator.

Experience and Education:

- Work or volunteer experience working with children ages 3 months to 6 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.
- Possess a general knowledge and understanding of the YMCA, its goals, and its mission.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.

Parent Child Gym Assistant, Job Posting

January 2, 2018

Page 1 of 2

Posting Period: 1/2/18 – 1/16/18

- 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 3-months to 6 years old.
- Ability to observe confidentiality.
- Able to work a flexible work schedule to include evenings.

Trainings & Certifications:

- Must complete Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete YMCA Youth Protection training, Listen First, and Quality Service Training within the first 90-days of employment.
- CPR, AED, and First Aid (may be required at some branches) certifications are optional.

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 Parent Child Gym 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, or Laura Lipari, Human Resources Coordinator at (315) 303-5966, ext. 356 or email their application to 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.