



- Assist with the responsibility of completing and maintaining all participant files, medication consent forms and review of participant information mid-year.
- Conduct and maintain records of monthly fire drills, shelter in place drills and daily health checks as required by OCFS.
- Supervise all Site Assistant staff by setting a positive professional example. Addressing questions or concerns with staff.
- Maintain a positive, open relationship with all staff, parents, and program participants. Any issues/concerns should be reported to the Director.
- Attend all scheduled monthly staff meetings and trainings/workshops.
- Assist with leading a Snow Day & Vacation Camp program when school is closed due to inclement weather or scheduled school breaks. Work additional hours as needed during days that school is not in session.
- Be responsible for maintaining the property including the general cleanliness/organization of the space, daily trash removal, mopping and communicating any necessary repairs to the Director.
- Work during vacation camp on a part-time or full-time basis, depending on the need. A minimum of three shifts will be required.
- Hand in completed time sheets on a bi-weekly basis and monthly items due completed by the 25<sup>th</sup> of each month.
- Co-plan and implement the annual *Lights on After School* Event.
- All other responsibilities as assigned by the supervisor.

**Experience and Education:**

<b>Education</b>		<b>Experience</b>
Associate’s degree in child development, elementary education, PE, or related field	AND	Two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity
OR		
New York State Children’s Program Administrator Credential Or School Age Child Care Credential	AND	Two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity
OR		
Two years of college with 18 credits in the above listed areas of concentration including at least one year in a supervisory capacity	AND	Two years direct experience working with children under the age of 13 years
In addition to the above, preferred knowledge of and experience working with diverse populations (language, culture, race, physical abilities).		

**Qualifications:**

- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of children ages 5 to 12.

**NYS Office of Children and Family Services Requirements:**

- Prior to assignment to initial position, the incumbent will:
  - Complete an initial medical statement and tuberculin test providing satisfactory evidence that they are physically fit to provide child day care.
- Within the first 30-days of employment, the incumbent will:
  - Undergo fingerprint and background screening as mandated by the NYS OCFS.
  - Obtain clearance on the State Central Register (SCR) and Statewide Central Register of Child Abuse and Maltreatment (SCL).

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must hold CPR, AED, and 02 (First Aid may be required at some branches) certifications or successfully complete no later than 30-days after employment begins
- Must attend and complete YMCA Child Abuse Prevention within the first 60-days of employment.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete New Employee Orientation within the first 90-days of employment.

- Must hold Medication Administration Certification or successfully complete no later than 90 days after employment begins.
- Be responsible for completing a minimum of 30 hours of training every 2 years with the first 15 hours being received within the first 6 months of employment as required by the NYS Office of Children and Family Services (training sessions will be held monthly, online and/or during monthly staff meetings).

**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 Head of Group is committed to promote and environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Strong relationships with parents and strong community image.
2. The School Age Child Care team has safe and age-appropriate activities.
3. High performing staff team with high rates of retention.

**Physical Demands:**

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Duties are performed in an office environment and 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 Center 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 Courtney Welsh, SACC Director at (315) 637-2025, ext. 215 or email their application to [cwelsh@syracuseymca.org](mailto:cwelsh@syracuseymca.org), or Laura Lipari, Human Resources Coordinator at (315) 47-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than April 19, 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.