



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

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** SACC Site Assistant

**Reports To:** Director of Child Care Services

**FLSA:** Non-exempt – Part-time

**Work Location:** Southwest YMCA

**Work Schedule:** Monday, Tuesday & Thursday from 7am-8:30am and Friday from 2:30pm-6pm

\*September – June: Program follows the Westhill School District calendar

**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, healthy 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 Director of Child Care Services, the Site Assistant will assist with all program activities, to include arts & crafts, music & drama, games, sports and other physical activities, group activities (small and large), science activities and experiments, quiet and homework time, Character Development, teambuilding, KidzLit, and Discovery Learning Centers. Employment is contingent upon the incumbent clearing all NYS Office of Children and Family Services (OCFS) licensing requirements; these requirements include fingerprinting, background screening and clearance on the State Central Register (SCR) and Statewide Central Register of Child Abuse and Maltreatment (SCL) within the first 30-days of employment. Prior to being assigned to their position, the incumbent is required to complete an initial medical statement and tuberculin test. If the incumbent previously worked in a Child/Day Care setting, a prior medical statement and tuberculin test may be accepted if dated within 12-months preceding the date of the application.

**Essential Duties and Responsibilities:**

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

- Assist the Site Coordinator in planning and developing a lesson plans that include, arts & crafts, music and drama, games, sports and other physical activities, group activities (small and large), science activities and experiments, quiet and homework time, Character Development, teambuilding, KidzLit, and Discovery Learning Centers.
- Observe and follow the School Age Child Care program guidelines as well as the regulations set by the NYS Office of Children and Family Services and considers these practices when planning activities.
- Greets children and parents by name when ever possible and extends thanks when appropriate.
- Assist in promotion and leading of the School Age annual family event, to include retention initiatives.
- Report to the program ready to work at designated times and prepared to stay until all of the children have left.
- Conducts the program in the Site Coordinators absence.
- Performs general housekeeping tasks, cleans up after every activity and ensures that site and program areas are clean and well organized.
- Provides a safe, healthy, moral, and fun environment for all children.
- Acts as a positive role model for the children in the program. This includes actions, speech, and attire of all staff.
- Fosters an environment, which includes the four YMCA character development values of respect, responsibility, caring, and honesty, in addition to teaching skills in team-building, good sportsmanship, friendship, and pride in doing one's best.
- Provides children with a daily snack that is wholesome, nutritious and appropriate in proportion and content for the age group. Snack menus must be incorporate into the daily lesson plans.
- Completes accident reports for all injuries or illnesses requiring first aid, and turns the report into the Site Coordinator. Discusses incidents with parents and obtain a parent signature on the form.
- Maintains a positive, open relationship with all staff, parents, program participants, school administration and support staff and the community, identifies and resolves problems to ensure programs are meeting goals of the program, unresolved issues should be reported to the Site Coordinator.
- To work additional hours when there is a scheduled ½ day of school.
- Work a ½-day or full day shift when school is closed due to inclement weather or other unexpected reasons and the YMCA Snow Day Fun Club is held.
- Work during vacation camp on a part-time or full-time basis, depending on the need. A minimum of three shifts will be required.

Site Assistant, Job Posting  
May 8, 2018  
Page 1 of 3

- Hand in completed time sheets on a bi-weekly basis to the Site Coordinator.
- Follow the Attendance and Call in procedures, notify the Site Coordinator when you will be unable to work your shift due to illness, doctor appointments, vacations, etc. Sufficient time needs to be given to allow the Coordinator to find a substitute staff member and requests may be denied if substitute staff is not available.
- Complete a minimum of 30 hours of training every 2 years with the first fifteen hours being received within the first 6 months of employment as required by the NYS Office of Children and Family Services (many training sessions will be held during the monthly staff meetings).
- Attends all staff meetings and training programs.
- Follows all YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- Other duties as assigned by the supervisor.

#### **Experience and Education:**

- High School diploma or equivalent.
- And, substantial experience working with children under 13 years of age.

#### **Qualifications:**

- Must be at least 16 years of age, some sites may require 18 years of age.
- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Bring to this position maturity, responsibility and a sincere interest in working with people.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in assisting with the program.
- 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 Youth Protection training 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 (includes Activate America Video 1) Listen First Level 1, and Quality Service Training within the first 90-days of employment.

#### **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;

Site Assistant, Job Posting

May 8, 2018

Page 2 of 3

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 has a direct impact on the before and after school program and the effectiveness with which the YMCA accomplishes its mission. The YMCA School Age programs are committed to promote an environment that teaches values, is healthy, meets high safety standards and provides an opportunity for positive growing experiences:

1. Strong relationships with the parents and strong community image.
2. The School Age Child Care program has safe and age-appropriate activities.
3. Provides a service to the families and schools in the community by providing a program that promotes fun, health and fitness as well as meets the needs of the community.

**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 Mike Heppner, Director of Child Care Services, at (315) 498-2893 or email their completed application to [mheppner@syracuseymca.org](mailto:mheppner@syracuseymca.org), or Laura Lipari, Human Resources Coordinator, at (315) 474-6851, ext. 356 or email their completed application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than May 22, 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.