



MARSHALLTOWN YMCA-YWCA JOB DESCRIPTION

Job Title: Youth Program Assistant

Primary Function/Department: Youth

FLSA Status: Non-Exempt, Hourly

Reports to: Youth Director

Starting Wage: \$13/hour Based on
Education/Experience

POSITION SUMMARY:

This full-time position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility.

Under the direction of the Youth Director, this position will assist with oversight of programs in the Youth Department, including Preschool, After School Care, Dance and The Child and Adult Care Food Program. The Youth Program Assistant will provide direct service when needed or as requested by Youth Director.

ESSENTIAL FUNCTIONS:

1. Assist in the implementation of all early childhood education, school-age child care, and summer camp programs.
2. Assist in the oversight programs in the Youth Department, including Dance and special events for youth.
3. Assist in the implementation and compliance of the Child and Adult Care Food Program.
4. Perform program duties, instruction, and direction of programs as scheduled, or to provide substitution coverage.
5. Monitor daily operations to adhere to all state, local and YMCA-YWCA health and safety standards and policies. Maintain compliance with required documentation as it relates to programs.
6. Provide an understanding of the mission of the Marshalltown Y to staff and members. Promote and represent the mission and core values of the Y in the branch and its programs.
7. All other miscellaneous duties assigned by Supervisor.

QUALIFICATIONS:

- High School Diploma required.
- 1 - 3 years' experience in related field required.
- General knowledge of The Child and Adult Care Food Program preferred.
- Highly developed organizational skills.
- Professional oral and written communication skills.
- Must possess skills to operate standard office and computer equipment.
- Must have high levels of enthusiasm, patience, and concern for all participants.

- Must be able to observe and communicate with children, parents, staff and volunteers.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must be able to stand, remain outdoors and maintain continual physical endurance for extended periods of time.

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.

- While performing the duties of this job, the employee may be required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- The work is performed both indoors and out, and may require travel to various locations.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

REQUIRED TRAINING/CERTIFICATIONS:

- Department of Health and Human Services Licensed Child Care Center Requirements
 - Child Care Essentials Preservice Training
 - Mandatory Reporter of Child Abuse Training
 - Universal Precautions Training
 - CPR & First Aid Training
 - State of Iowa Background Check
 - National Fingerprint Background Check
 - Proof of up to date physical completed by physician
 - 10 hours of continuing education annually
- Child and Adult Care Food Program Steps to Success Training
- Marshalltown YMCA-YWCA New Employee Training

SIGNATURE:

I have reviewed and understand this job description and will abide by them while working at the Y.

Employee's name

Employee's signature

Today's date: _____