



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## WHATCOM FAMILY YMCA JOB DESCRIPTION

Job Title: **SACC Program Assistant** (Van Driver duties as assigned) FLSA Status: Non-Exempt  
Leadership Role: Leader Revision Date: January 2018  
Reports to: Licensed After School Enrichment & Camp Director

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### POSITION SUMMARY:

Provide direction for the program and implement program curriculum. Provide a quality experience for children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

### ESSENTIAL FUNCTIONS:

1. Assist with the implementation of the pre-planned daily program developed by the Program Supervisors and Licensed After School Enrichment & Camp Director that meets State Licensing requirements and YMCA National Goals.
2. Supervises the children, classroom, and all activities.
3. Makes ongoing, systematic observations and evaluations of each child.
4. Maintains positive relationships and effective communication with parents. Engages parents as volunteers.
5. Safeguard all YMCA equipment and facilities as well as participants' personal belongings.
6. Maintains required program records.
7. Attends and participates in family nights, program activities, staff meetings, and staff training.

### DUTIES AND RESPONSIBILITIES

1. Assist with immediate check-in and follow-up of all children scheduled to attend as well as be responsible for knowing how many children are in your care at all times while keeping accurate attendance at all times and be accountable for each child at the site.
2. Complete & maintain required program records as needed, turn in required paperwork on time including but not limited to sign in/out sheets, absent tracking sheets, behavior forms, etc.
3. Keep accurate attendance at all times and be accountable for each child at the site.
4. Maintain a positive relationship with school personnel and parents.
5. Provide information to parents, participants in a timely manner.
6. Let parents know of any changes to the monthly calendar and leave a note if you are on a field trip or away from your regular location
7. Prepare and serve family style snack as well as clean up snack area in accordance with WA State licensing guidelines and YMCA HEPA Standards; record snack served on a daily basis.
8. Ensure appropriate staff to child ratios is maintained.
9. Handle emergencies in accordance with YMCA emergency policy (in your staff handbook).
10. Work with Program Supervisor, Site Leader and Licensed After School Enrichment & Camp Director to attain program goals.
11. Be aware of WA State Licensing guidelines and follow accordingly.

### Whatcom Family YMCA

1256 N. State Street, Bellingham, WA 98225  
360 733 8630 [www.whatcomymca.org](http://www.whatcomymca.org)

01/2018

12. Complete all trainings and follow all policies outlined in the Praesidium Child Abuse Prevention modules.
13. Read and follow the YMCA Code of Conduct.
14. Read and follow the YMCA guidelines for working with children as outlined in the Discipline Policy.
15. Report any suspicions of possible child abuse to the Family Enrichment Director, Licensed After School Enrichment & Camp Director, or Program Supervisor immediately and keep proper documentation.
16. Complete and approve digital time card through time keeping system in a timely manner per instructions from Program Supervisor and Licensed After School Enrichment & Camp Director

### **QUALIFICATIONS:**

1. At least 18 years of age.
2. Previous experience working with children in a developmental setting preferred.
3. Current CPR (Adult, Infant & Child) and First Aid, AED certifications.
4. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
5. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
6. Emotional, social, and physical capability to work with children and other adults in a group setting.
7. Good health, enthusiasm, and above standard moral character.
8. Complete Praesidium Child Abuse prevention training within 30 days of hire date.
9. STARS 30 Hour School Age Basic Training (Must be completed within 3 months of hire date; this is an unpaid training with reimbursement available from WA State)
10. Must have or be in the process of obtaining the following:
  - \_\_\_ Negative TB Test
  - \_\_\_ HIV/Bloodborne Pathogen training
  - \_\_\_ College Transcripts
  - \_\_\_ MERIT ID account
  - \_\_\_ Cleared Portable Background Check from MERIT

### **VAN DRIVER DUTIES (IF ASSIGNED)**

1. Drive and operate the vans in accordance with YMCA Van Driving policies.
2. Pick up children at schools according to YMCA policy
3. Must be 21 years of age or older
4. Must provide a 3-5 year driving record and meet minimum requirements for driving record
5. Must pass a physical drive test.
6. Must possess a valid WA State Driver's License or meet requirements for out of state license.

## **YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Support fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Take initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.