



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SCHOOL AGE CHILD CARE JOB DESCRIPTION

Job Title: **Unit Leader**

Job Code:

FLSA Status: Non-Exempt ~~Part-Full~~ Time

Job Grade:

Reports to: Site Coordinator/Program Administrator
20185

Revision Date: ~~September 201~~February

POSITION SUMMARY:

Under the direct supervision of the Site Coordinator and/or Program Administrator, is responsible for leading a team of 1-5 group leaders in the planning and implementing of age-appropriate activities which will ensure each child's personal safety while providing fun, cognitive and physical challenges and learning experiences. The Unit Leader will uphold the employee code of conduct and will ensure that all areas of the job responsibilities reflect the mission of the Malden YMCA. ~~and EEC-S/He- W~~ will lead in the direct supervision of the children in the School Age Child Care Program, as well as display and encourage the YMCA Core Values: Caring, Responsibility, Honesty and Respect ~~in the fulfillment of all job duties, as well as perform the following job functions:~~

~~Program Responsibilities~~ ESSENTIAL FUNCTIONS:

1. Understand and ensure EEC regulations as well as Malden YMCA policies are maintained at all times.
2. Manages behavior and supervises the children in both small and large group settings, and all activities.
3. Manages group leaders and facilitates all program components, including but not limited to: keeping accurate staff/youth ratios; preparation of daily activities; maintaining program space; equipment and supplies inventory; emergency procedures/protocols; classroom management and positive behavior management.
4. Helps design and implement a youth centered-staff driven curriculum within the guidelines of EEC and Malden YMCA policies, as well as the YMCA Afterschool Framework.
5. Designs and implements weekly and monthly lesson/activity plans, including a comprehensive list of supplies needed to complete activities, and presents it to the Site Coordinator in a timely manner.
6. Keeps program site clean before, during and after activities, or as per request of the Site Coordinator/Program Administrator.
7. Facilitates setting up activities, tables, chairs, breakfast, lunch and/or snack daily.
8. Accountable for maintaining required program records including: meal counts, curriculum binder, EEC required room postings, team attendance, youth behavior plans, medications and allergies list, and other records as directed by YMCA and SACC managers.
9. Attends, participates and helps facilitate family nights and other program events.
10. Provides leadership role in weekly/monthly staff meetings, curriculum meetings and professional development workshops.
11. Participates in ongoing YMCA initiatives as directed by SACC Managers, the Director of Youth Development and the CEO.

Malden YMCA
School Age Childcare
99 Dartmouth St
Malden, MA 02148
P 781.324.7680 F 781.324.7856

QUALIFICATIONS:

1. At least 18 years of age with a High School Diploma or equivalent. Some college preferred, including coursework in education, social work, youth/human development or childcare related subjects.
2. Experience in curriculum design and implementation.
3. At least one year previous experience working with school age children, as well as previous experience with diverse populations.
4. Ability to develop positive, authentic relationships with people from all backgrounds. See #10 this is a duplicate of #10.
- ~~5. Successfully completes background checks, employment verification and reference checks.~~
- ~~8-6. Able to complete and submit all required documents and training per EEC and YMCA regulations, including CPR/First Aid with 90 days of employment. — By when?~~
- ~~9. Available a minimum of 4 days — Monday through Friday between 1:30p and 6p, as well as 7:30a-6p during full day programming, early release days, vacation and summer programs.~~
- ~~12. The ability to relate to and communicate with children, parents, staff members and volunteers.~~

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YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports 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. Takes 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.

PHYSICAL DEMANDS:

- Ability to perform duties as a bus monitor when needed.
- Ability to lift/move chairs, tables, and boxes of supplies as well as clean program areas when needed. THIS IS OVERSTATED. HOW MANY POUNDS DOES THE UNIT LEADER NEED TO LIFT OR MOVE? Must be able to lift or move 25 pounds. Must be flexible to.....

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WORK ENVIRONMENT AND PHYSICAL DEMANDS: This section includes any unique working conditions as well as physical demands, which will vary based on the position and may be performed with or without reasonable accommodation. In light of the Americans with Disabilities Act (ADA) and the inclusive nature of the Y, it is crucial that the physical and mental dimensions of each job be accurately and clearly identified, and not overstated.

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YMCA JOB DESCRIPTION FOR SCHOOL AGE CHILCARE UNIT LEADER

Status: Full-Time, Non-Exempt

How to Apply

Apply by Email cmiddaugh@ymcamalden.org
Resumes Accepted until position is filled.

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The Y: We're for youth development, healthy living, and social responsibility.