

YWCA Job Description

POSITION: YWCA After School Program **Assistant**

STATUS: Part Time Seasonal, Hourly- Non-Exempt

RESPONSIBILITY TO: YWCA ASP Facilitator

RESPONSIBILITIES: Responsible for providing quality safe care of children enrolled in the After School Program, according to the YWCA policies and procedures. Working with the after school facilitator, the assistant plans and carries out daily activities, ensures the safety and physical well-being of the children, maintains regular communication with parents, and contributes to the effective operation of the overall after school program.

Key Duties:

- Assist in developing appropriate educational curriculum and after school program plans.
- Assist with recruitment of students and the promotion of the program.
- Engage children as individuals in a way that allows them to grow at their own abilities.
- Ensure a safe and healthy environment and complete daily tasks assigned.
- Participate in regular cleaning of materials and after school program spaces.
- Create a culturally inclusive program with activities that support different cultures and backgrounds.
- Ensures all children in the program are tracked according to YWCA expectations.
- Supports children in their emotional and physical growth.
- Assist children in their academics and encourage science, technology, engineering, and math skills.
- Communicate child concerns and family needs to the after school team.
- Monitor the use of supplies and equipment in the after school program.
- Promote and maintain quality customer service and interaction with parents.
- Assist in maintaining all curriculum, paperwork, and files necessary to comply with contract services, federal, state, and municipal funding agencies.
- Monitor any extra-curricular activities that are implemented in the after school programming.
- Ensures that all facilities on campus that YWCA uses are left as they were found.
- Maintain a positive and professional attitude and attire.
- Attend staff meetings and training sessions.
- Perform all other duties as assigned by the supervisor which affect program quality and the promotion and support of the YWCA.

SPECIFIC COMPETENCIES AND REQUIREMENTS:

- One to two years experience working in an after-school setting or with elementary age children.
- Experience working in an ethnically diverse community
- Clear background check and history indicating fitness to work with children
- A demonstrated ability to coordinate, inspire, and motivate others
- First Aid and CPR Certification
- Valid Texas Drivers License preferred
- Bilingual English/Spanish preferred

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

Must be able to safely lift 50 lbs. Must be able to work in an office atmosphere as well as classroom and gymnasium, all areas of the after school sites and indoor or outdoor athletic fields.

For a complete assistant handbook you can refer to our website at www.ywcasa.org.

I understand and will comply with all the policies and procedures outlined in the assistant handbook. I also understand if I do not follow all policies and procedures, this could lead to the termination of my employment at the YWCA After School Program.

Employee Signature _____

Date _____

Print Name _____

School Name _____

School District _____