



eliminating racism  
empowering women  
**ywca**

Job Title: **School Age Child Care Site Assistant**  
FLSA Status: Non-exempt  
Status: P/T  
Reports to: Site Supervisor/Program Coordinator

Job Code:  
Job Grade:  
Department:  
Revision Date: 2/12/2017

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### POSITION SUMMARY:

Under the direct supervision of the Site Supervisor, the Site Assistant will be responsible for assisting in operating an appropriately safe, caring and enriching environment for the children enrolled in the Dubuque Community YMCA/YWCA Before & After School Program at their assigned school. The Site Assistant is accountable for complying with Iowa Department of Human Service licensing standards and the Dubuque Community YMCA/YWCA policies and procedures. The Site Assistant is responsible for conducting themselves in a professional manner and for overseeing the professional conduct of site staff in the absence of the Site Supervisor.

### ESSENTIAL FUNCTIONS:

1. Work with Site Supervisor to develop plans for activities
2. Implement Site Supervisor's directions
3. Assist with preparations for daily activities
4. Interact appropriately with the children, involving them in structured, age appropriate activities, operating with the best interest of the child in mind.
5. Establish a positive relationship with each child's parent/guardian, school staff and co-workers maintaining good communication
6. Provide excellent customer service to parents, children, and school staff
7. Ensure the cleanliness and presentable appearance of the program site
8. Ensure the proper serving of daily snacks
9. Assist with maintaining inventory of supplies, submitting supply lists to Site Supervisor as necessary in a timely manner
10. Assist in maintaining comprehensive records for all students enrolled
11. Follow and enforce program and organization policies as well as licensing standards
12. Serve as role model to all
13. Other duties as assigned

### YMCA COMPETENCIES

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.

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.

**QUALIFICATIONS:**

1. Must be at least 18 years of age, have some direct childcare experience and basic knowledge of children and child development. Must receive a negative Criminal Records Check Report
2. Must provide a physical report with a negative TB test
3. Must either be certified or can be certified in CPR/First Aid, Universal Precautions and Bloodborne Pathogens. Training in Mandatory Child Abuse provided.
4. Demonstrates dependability and a positive attitude
5. Respects the confidentiality of childcare matters
6. Demonstrates good communication skills with children, parents and other staff
7. Completes required DHS licensing continuing education annually
8. Must work well with others and be willing to accept responsibilities and directions from supervisor
9. Projects a positive attitude about the Y childcare programs, as the site of choice, for the community
10. Promotes the Y mission and core values in their behavior and in the development of children's programs
11. Participates and assists with other Y programs. Becomes involved in Y volunteer opportunities

**WORK ENVIRONMENT AND 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.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_