



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Metro North YMCA Job Description

Job Title: Out-of-School Time educators
FLSA Status: Part-time hourly- \$11.00-13.00
Reports to: Site Director/Program Administrator

POSITION SUMMARY:

The Saugus Family YMCA and the Torigian YMCA in Peabody is seeking role models to work with children (ages 5-13) in the Out-of-School Time (after school) program. These roles will assist in the development, organization and implementation of high quality programming.

ESSENTIAL FUNCTIONS:

- Ensure a safe environment for all children within the program
- Implement STEAM based curriculum on a daily basis
- Assist youth with homework/academic support
- Adhere to EEC regulations and policies at all time
- Monitor children at all time by sight/sound.
- Use positive reinforcement and redirection for behavior guidance
- Supervise children to ensure safety and age-appropriate behavior and manage transitions smoothly
- Provide activities that foster creativity and awareness of various cultural, educational, recreational, environmental and social issues
- Maintain accurate attendance records daily. Stays alert to children's needs
- Frequently takes name to face counts at the beginning, during and at the end of each activity period.
- Report all accidents and unusual incidents immediately and assists with necessary documentation.
- Attend all staff meetings, training sessions and program special events.
- Participate in at least twenty hours of training per year.
- Abide by the established EEC/YMCA OST policies, procedures, regulations and guidelines. Don't be afraid to ask when in doubt.
- Perform other duties as required by supervisor (remain flexible and open)

YMCA COMPETENCIES: (Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders.

Collaboration: Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of

goals. Has strong communications skills and uses them to communicate with all members and supervisors. Has an expectation of quality and consistency from self and others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Ensures continuous personal improvement.

Personal Growth: Creates a sense of urgency and positive tension to support change.

QUALIFICATIONS:

- High School Diploma required, Associates or Bachelor's degree preferred
- Minimum two years working with school age children
- Ability to be flexible and think outside of the box
- Ability to work independently and as a member of a team
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- CPR and First Aid certified

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.

ADDITIONAL APPLICATION REQUIREMENTS

- An annual physical confirmed by a physician's statement, including documentation of 2 MMR immunizations.
- Clean criminal record check. (Must be able to pass a **Background Records Check** prior to working directly with children.)
- Verification of education and work experience for Position.
- Completion of the DEEC Online Orientation Course for new educators within first 30 days of hire.
- Completion of Redwoods Online Trainings within first 30 days of hire.
- Ability to commit to Monday-Friday schedule

Staff name: _____ Date: _____

Staff signature: _____ Date: _____