

# YMCA Camp Bernie

**Job Title:** Advantage Before/After School Program Leader

**Reports To:** Advantage Before/After School Coordinator

**Position Type:** Part-time: Approximately 9-month position. **FLEXIBLE HOURS AND DAYS OF WEEK.**

**Salary Scale:** \$8-\$12/hour, based on experience and qualifications

Other Remuneration: Benefits as listed in the current personnel policy of the association. This position is classified as "Part-Time" for the purposes of available benefits under the personnel policy.

**General Overview:** While under the overall direction of the Advantage Before/After School Site Coordinator, Program Leaders will provide assistance and homework help to students in the before and/or after-school program, and will lead engaging academic, enrichment and recreation activities with groups of students. Program Leaders will provide opportunities for students to develop and strengthen academic, physical and social skills following the program curriculum. The Before School program operates from 7 am- 8:35 am daily, and the After School program operates from 3 pm- 6 pm daily.

## Qualifications

### Required:

- Experience working with children, preferably in a school or agency setting.
- Fingerprint and TB test clearance
- CPR/First Aid certified

### Preferred:

- 2 years of college with emphasis on education, child care, recreation and leisure services or related field.

### Responsibilities (including but not limited to the following)

- Under supervision of the Site Coordinator or designee assist in developing lesson and activity plans.
- Lead organized activities for students to develop and strengthen their academic, physical and social skills.
- Assist students with homework help as needed.
- As needed, differentiate lessons and activities so they are appropriate to students with different ages or abilities.
- Participate in and evaluate the effectiveness of activities and events.
- Instruct students on the safe and proper use of supplies and equipment.
- Implement discipline techniques and classroom management.
- Participate in cleaning and maintaining the facilities and equipment.
- Inspect the school site and equipment for potential safety hazards; take corrective action to ensure safety of all students at all times.
- Interact professionally and appropriately with parents, teachers, school staff and program staff.
- Participate in program staff meetings and on-going training opportunities.
- Comply with all State and School District policies and procedures.
- Perform related duties as assigned.

### Overall:

- Conduct oneself in a professional manner in keeping with the YMCA mission and role modeling appropriate values based behavior as outlined in the YMCA Character Development program.
- Follow the established chain of command to solve both personal and professional problems.
- Fulfill all assignments and duties as deemed necessary by the Site Coordinator or designee in a timely and professional manner.
- Help ensure a safe, educational and enjoyable experience for all participants.
- Actively work to maintain a healthy, positive work environment.