



YMCA BUFFALO NIAGARA

JOB DESCRIPTION



TITLE: School Age Child Care Aide

BRANCH: _____

INCUMBENT: _____

DEPARTMENT: School Age Child Care

REPORTS TO: Program Director

GRADE: _____

DATE: _____

RANGE: _____

GENERAL FUNCTION:

Under the direction of the School Age Child Care (SACC) Site Coordinator, the School Age Child Care (SACC) Aide is responsible for carrying out the weekly lesson plan in a creative and stimulating manner.

QUALIFICATIONS:

The incumbent for this position must be a least 16 years old and have experience working with elementary school age children. Knowledge, experience and skills in the areas of group work, child development, values, education and group activities are preferred.

School Age child Care is regulated and licensed by the NYS Office of Children and Family Services and the incumbent must provide the following prior to employment:

- Valid NYS Working Papers (if under 18 years of age).
- A NYS Employee Medical Form (LDSS-4434) completed by a physician. Tuberculosis testing is mandatory.
- Completed Statewide Central Register Database Check (LDSS-3370).
- Complete a fingerprint card necessary to conduct a criminal history record check as required by the NYS Quality and Child Care Protection Act.
- Successful completion the YMCA's New Employee Orientation and Child Abuse Prevention Training prior to employment

JOB SEGMENTS:

1. Responsible to meet or exceed program enrollment targets.

2. Carry Out the daily/weekly lesson plan as directed by the SACC Site Coordinator or SACC Head of Group.
3. Provide direct leadership to the assigned group unless relieved properly by an appropriate staff person and to maintain constant visual contact with all assigned students.
4. Maintain rules, regulations and standards as stated by the NYS Office of Children and Family Services, the school administration, SACC staff handbook and YMCA Buffalo Niagara.
5. Carry Out all emergency and first aid procedures and guidelines.
6. Maintain a safe and clean program area in accordance with standards set by school administration and/or the YMCA.
7. Project a positive image through a positive relationship with participants, parents, school personnel, YMCA staff and the community.
8. Attend all required training sessions and staff meetings.
9. Carry Out other tasks as assigned by the SACC Site Coordinator, SACC Head of Group, or Program Director.

EFFECT ON END RESULTS:

1. A broad based, successful School Age Child Care program with a growing enrollment and revenue base.
2. Comply with New York State regulations and YMCA guidelines for operation.
3. Provide a safe and stimulating environment for children.
4. Project a positive image of the YMCA to the community.

Employee

Date

Supervisor

Date