

Job Title: **After School Program Assistant Site Director – Part Time**

Hours:

~~Lombard School District 44~~

~~Villa Park School District 45~~

In class time:

7:00 – 8:30 AM and/or
2:45 - 6:00 PM

7:00 – 8:15 AM and/or
2:30 – 6:00 PM

~~**Position Summary:**~~

Implements program curriculum in the classroom. Provides a quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring.

Qualifications:

1. Thirty semester hours (or 45 quarter hours) of credit from an accredited college or university with 6 semester hours (or 9 quarter hours) related to school-age child care, child development, elementary education, physical education, recreation or related fields
or
1560 clock hours of experience in a recreational program or licensed day care center serving school-age children or license exempt school-age child care program operated by a public or private school and either six semester hours (or nine quarters) hours of credit from an accredited college or university related to school-age child-care, child development, elementary education, physical education, recreation or other related fields
or
A high-school diploma or equivalency certificate plus 3120 clock hours of experience in a recreational program, kindergarten, or licensed day care program operated by a public or private school.
2. At least 19 years of age and at least five years older than the oldest child with whom they work
3. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
4. Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities
5. Previous experience with diverse populations.

General Responsibilities:

1. Have direct involvement with the children by leading and assisting in activities.
2. Supervise and insure safety of participants in all settings.
3. Assist the site director in maintaining all equipment and supplies.
4. Share problems or concerns with site director.
5. Facilitate proper group behavior in all situations.
6. Adhere to the rules, regulations and policies as set forth by the YMCA and the school district.
7. Communicate regularly with participant's family and school staff.
8. Take on the full responsibility of the site director in their absence.
9. Designs and implements daily lesson/activity plans.
10. Supervises the children, classroom, and all activities.
11. Makes ongoing, systematic observations and evaluations of each child.
12. Attends and participates in staff meetings, and staff training.
13. Maintains program site and equipment.
14. Maintains required program records.

Starting Salary: \$8.50 or more depending on education and experience

