



YMCA OF PHILADELPHIA & VICINITY

JOB DESCRIPTION

JOB TITLE: Child Care Aide
LEVEL: 3
REPORTS TO:
DATE: 9/03

JOB CODE: 7010P/7000F
FLSA STATUS: Non-Exempt
LOCATION:

POSITION PURPOSE

Assist in the implementation of daily program activities. Ensure a safe environment and age/developmentally appropriate activities and staff/child interactions. Engage and participate in all activities with the children. Maintain the safety of the children at all times.

ESSENTIAL FUNCTIONS

- Assist the teacher with the planning of the curriculum through attendance at team teaching meetings monthly. Prepare and implement daily age/developmentally appropriate activities. Follow the NAEYC guidelines for age appropriate activities.
- Oversee the safety and location of all of the children in your grouping. Adhere to small group ratio/set ups as described in the NAEYC guidelines for small group interaction. Follow DPW/YMCA/NAEYC guidelines and procedures.
- Actively participate with the children in all activities. Ensure proper clean up and maintenance of all materials. Maintain the NAEYC guidelines for appropriate verbal interactions at all times. Ask open-ended questions and maintain an active role in the children's play time.
- Maintain sensitivity and patience with the children and parents and provide care to meet the individual child's and families' needs. Maintain confidentiality at all times. Follow NAEYC guidelines for proper verbal interactions with children and families when discussing children with parents.
- Notify teacher/director of any personal or programmatic problems and suggestions. Maintain paperwork (timecards, parent communication, incident reports)
- Attend all necessary YMCA/DPW/Keystone Stars/NAEYC trainings. Maintain Personal Development Record up to date at all times.

OTHER DUTIES AND RESPONSIBILITIES

- Perform other related duties as assigned
- Attend Staff Meetings/ Team Teaching Meetings/Back to School Night
- Participate as a member of the YMCA team member and contribute to the attainment of the YMCA mission
- Know the mission and be able to apply it to your job responsibilities. Also, be able to explain to parents how child care meets the YMCA mission
- Read the NAEYC guidelines in order to be knowledgeable in the NAEYC procedures, and approach to early childhood education.

REQUIREMENTS

- Meet state requirements: High School or equivalent as defined in DPW regulations manual
- Meet NAEYC requirements: Above plus ongoing training in the area of early childhood education/child development with the goal of achieving the CDA.
- Meet Keystone Stars guidelines from ECERS/ITERS section 43. Number 7.3 Staff with less than an AA degree in early childhood education are required to continue formal education (ex. Work towards CDA)
- Attend a staff orientation for YMCA policies, NAEYC guidelines/policies and Keystone stars policies and procedures.
- Ongoing trainings: depending on Keystone stars designation, fulfill required number of hours for ongoing trainings as deemed necessary. Each star designation has different number of required hours. (This is in ECE, aside from those listed below in Health and Safety)
- Ability to lift 50 lbs
- Ability to sit, stoop, run, climb and actively participate in activities related to the age of the group
- CPR, Child Abuse Prevention Training, First Aid, Fire Safety, Sexual Harassment Prevention, Water Safety, Hazardous Materials Training and Emergency Procedures Training.
- Clear Child Abuse/ Police/ Drug Screening.
- Clear Physical (every year) Clear TB screening (every other year)

OTHER

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

- Caring: To be sensitive, understanding and responsive to the well-being of self and others.
- Honesty: To be truthful, ethical, trustworthy, sincere and fair in word and action.
- Respect: To value the worth of person and property. Treating others as you would have them treat you.
- Responsibility: To recognize, accept and fulfill the obligation to contribute to a better society.

Our Mission:
To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.



YMCA OF PHILADELPHIA & VICINITY

JOB DESCRIPTION

JOB TITLE: Group Supervisor

JOB CODE: 7030P/7050F

LEVEL: 7

FLSA STATUS: Non Exempt

REPORTS TO: Childcare Director

LOCATION:

DATE: September, 2003

POSITION PURPOSE

Plan and implement daily program activities and curriculum for assigned classroom. Maintain program quality in accordance with ECERS/ITERS, NAEYC guidelines and YMCA program policies. Ensure the safety, well being and age appropriate instruction of all children in your care.

ESSENTIAL FUNCTIONS

- Plan curriculum for classroom and ensure child centered age appropriate lessons are offered. Adhere to learn through play NAEYC philosophy for your age group. Ensure that staff in your room attend team teaching meeting, and take on an active role in planning, implementing and actively participating in all activities.
- Supervise classroom staff to ensure that they are upholding all YMCA/Keystone stars/NAEYC guidelines for proper verbal interaction, proper learn through play techniques and age appropriate redirection as a form of discipline.
- Accurately maintain daily records of attendance, mobile emergency contact binders, trip binders and allergy reports
- Ensure effective and timely communication of child progress with parents. Ensure that the parents receive their parent communication sheets daily/weekly. Ensure that staff in your classroom maintain sensitivity and patience with the children and parents and provide care to meet the individual needs of the child/families. Ensure that confidentiality is maintained at all times, and that staff are using correct verbal interactions with parents.
- Ensure staff adhere to the YMCA/ECERS/ITRS/NAEYC standards for maintaining cleanliness, centers set up, toy bins and correct return of toys to areas. Ensure that staff are engaging children in the maintaining of said centers and items.
- Inform Director of any concerns regarding facility, space, staffing, child/staff ratios or child developmental issues that may require early intervention.
- Effectively plan and manage resources. Ensure effective staffing. Ensure timely and effective use of materials, snack, and other classroom resources. Ensure that staff in your room are also maintaining effective method of usage.
- Ensure that small group interaction, teacher directed activities vs child chose activities are well maintained as required by NAEYC/Keystone stars

OTHER DUTIES AND RESPONSIBILITIES

- Perform other related duties as assigned
- Attend Staff Meetings/ Team Teaching Meetings/Back to School Night
- Participate as a member of the YMCA team member and contribute to the attainment of the YMCA mission
- Know the mission and be able to apply it to your job responsibilities. Also, be able to explain to parents how child care meets the YMCA mission
- Read the NAEYC guidelines in order to be knowledgeable in the NAEYC procedures, and approach to early childhood education.

REQUIREMENTS

- Degree in Early Childhood Education (either Associates or Bachelors Degree) as required by NAEYC/YMCA and DPW
- Ongoing Training: depending on Keystone stars designation; fulfill required number of hours for ongoing trainings as deemed necessary. Each star designation has different number of required hours. (This is in ECE, aside from those listed below in Health and Safety)
- Ability to lift 50 lbs
- Ability to sit, stoop, run, climb, and actively participate in activities related to the age of the group
- CPW, Child Abuse Prevention Training, First Aide, Fire Safety, Sexual Harassment Prevention, Water Safety, Hazardous Materials Training, and Emergency Procedures training
- Attend a staff orientation for YMCA policies, NAEYC guidelines/policies and Keystone Stars policies and procedures.
- Clear Child Abuse/Police/Drug Screening
- Clear Physical (every year) Clear TB screening (every other year)

OTHER

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YMCA OF PHILADELPHIA & VICINITY

JOB DESCRIPTION

JOB TITLE: Asst Group Supervisor
LEVEL: 5
REPORTS TO: Childcare Director
DATE: September, 2003

JOB CODE: 7020P/7040F
FLSA STATUS: Non Exempt
LOCATION:

POSITION PURPOSE

Assist in planning and implementing daily program activities and curriculum for assigned classroom. Depending on position in classroom, may oversee classroom staff to ensure program quality. Ensure the safety, well-being and cognitive development of children. Engage and participate in all activities with the children.

ESSENTIAL FUNCTIONS

- Implement curriculum for classroom and ensure child centered and developmental learning within DPW/Keystone Stars/YMCA and NAEYC guidelines for age/developmentally appropriate practices. Attend Team Teaching meetings.
- Supervise children and ensure safety and adherence to policies and procedures of the YMCA/DPW/ and NAEYC. Ensure NAEYC guidelines for age appropriate interactions are followed at all times with the children. Accurately maintain attendance of the children. Adhere to small group ratios/set ups as described in the NAEYC guidelines for small group interaction.
- Ensure effective and timely communication with parents. Ensure lead teacher's information reaches parents as instructed. Ensure program meets individual child/parent needs. Maintain confidentiality at all times. Adhere to the NAEYC guidelines for proper verbal interaction with parents.
- Maintain direct, quality and control of classroom that is consistent with the YMCA and NAEYC guidelines for childcare in a non-physical redirection oriented environment that builds a child's self esteem. Maintain the NAEYC guidelines for redirection as a form of discipline, and for verbal interaction at all times. Maintain sensitivity and patience with the children.
- Advise director of any concerns regarding facilities, space, staffing and child/staff ratios. Ensure compliance with DPW/YMCA and NAEYC guidelines.
- Maintain parent required daily/weekly written communication sheets to ensure parents are well informed about their child's progress in all developmental areas. Maintain other necessary paperwork (timecards, incident reports, curriculum sheets and classroom observation sheets).
- Attend all necessary YMCA/DPW/Keystone Stars/ NAEYC trainings. Keep your Personal Development Record up to date at all times.
- Ensure adherence to YMCA and NAEYC standards for classroom set up and maintenance. Ensure the timely and effective use of all materials, snack, and other classroom resources.
- Ensure that centers are maintained with items in correct center, bins labeled and correct items in the correct bins, and on the correct labeled shelf.
- Engage children in the maintaining of centers and items in centers.

OTHER DUTIES AND RESPONSIBILITIES

- Perform other related duties as assigned
- Attend Staff Meetings/ Team Teaching Meetings/Back to School Night
- Participate as a member of the YMCA team member and contribute to the attainment of the YMCA mission
- Know the mission and be able to apply it to your job responsibilities. Also, be able to explain to parents how child care meets the YMCA mission
- Read the NAEYC guidelines in order to be knowledgeable in the NAEYC procedures, and approach to early childhood education.

REQUIREMENTS

- Associate's degree in ECE (meet requirements for NAEYC and Keystone Stars) 1-3 years experience with children
- Meet NAEYC requirements: Above plus ongoing training in the area of early childhood education.
- Ongoing Trainings: depending on Keystone stars designation, fulfill required number of hours for ongoing trainings as deemed necessary. Each star designation has different number of required hours. (This is in ECE, aside from those listed below in Health and Safety)
- Ability to lift 50 lbs
- Ability to sit, stoop, run, climb, and actively participate in activities related to the age of the group
- CPR, Child Abuse Prevention Training, First Aide, Fire Safety, Sexual Harassment Prevention, Water Safety, Hazardous Materials Training, and Emergency Procedures training.
- Attend a staff orientation for YMCA policies, NAEYC guidelines/policies and Keystone Stars policies and procedures.
- Clear Child Abuse/Police/Drug Screenings
- Clear Physical (every year) Clear TB screening (every other year)

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YMCA OF PHILADELPHIA & VICINITY

JOB DESCRIPTION

JOB TITLE: CDL Bus Driver

JOB CODE: 7320P

LEVEL: 8

FLSA STATUS: Non Exempt

REPORTS TO: Childcare Director

LOCATION:

DATE: September, 2003

POSITION PURPOSE

Provide safe and secure transportation of children. Monitor the whereabouts of the children and ensure appropriate behavior. Ensure adherence to YMCA and DPW rules and regulations. Ensure effective maintenance of vehicle(s).

ESSENTIAL FUNCTIONS

- Transport children in accordance with YMCA policies and procedures. Ensure child security and safety. Maintain records of children and ensure appropriate behavior.
- Ensure effective maintenance of vehicle. Ensure cost effective fueling, tire pressure and fluids.
- Report any mechanical problems or damage to supervisor.
- Maintain vehicle cleanliness.
- Serve as a role model for children, maintain patience and sensitivity to children. Participate in activities with children to ensure effective management of down times or waiting times.
- Ensure familiarity with vehicle and proper operation.

OTHER DUTIES AND RESPONSIBILITIES

- Perform other related duties as required.
- Complete incident reports and follow procedures in accidents and emergency.
- Maintain confidentiality.
- Participate in trainings and meetings as required.

REQUIREMENTS

- High School or equivalent. Minimum age 21. Valid PA CDL drivers license, with a good driving record.
 - Ability to lift 50 lbs.
 - Ability to sit, stoop, run, climb and actively participate in activities related to the age of the group.
 - CPR, Child Abuse Prevention Training, First Aid, Fire Safety and YMCA orientation are required within 6 months of hire.
 - A minimum of 6 hours of child development training per year as defined by the DPW.
- Annual health appraisal.

OTHER

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YMCA OF PHILADELPHIA & VICINITY

JOB DESCRIPTION

JOB TITLE: Site Director

JOB CODE:

LEVEL: 8

FLSA STATUS: Non-Exempt

REPORTS TO: Program Director

LOCATION:

DATE: September, 2003

POSITION PURPOSE

Responsible for planning, promoting and providing leadership for and evaluating the before/after school and Kindergarten Enrichment programs at one specific site location.

ESSENTIAL FUNCTIONS

- Plan, supervise, and implement the program in accordance with the policies and philosophy of the YMCA, ensuring the well-being and safety of the children and staff at all times.
- Maintain operation of the program consistent with Department of Public Welfare regulations and assist the Program Director in preparing for state licensing inspections.
- Submit DPW paperwork to the Program Director and keep personnel files current.
- Coordinate, plan, and implement daily / monthly activities with the Group Supervisor(s), adapting the program whenever possible to the individualized needs of the children.
- Submit monthly lesson plans, weekly and specialized reports, and supply requests to the Program Director in a timely manner.
- Supervise all staff assigned to the site. Arrange coverage to meet required ratios. Provide written evaluations quarterly.
- Prepare attendance records and time sheets for each staff person.
- Compile daily enrollment and attendance statistics for each child in the program.
- Organize and update children's files while protecting the confidentiality of this information.
- Document parent conferences, discipline problems, and staff concerns. Bring serious concerns to the attention of the Program Director.
- Interact directly with all the children in the program.
- Ensure that proper care is taken of all equipment and that the site location is kept clean and well-ordered.
- Prepare and distribute written communication with the parents (monthly newsletters for example) and assist in public relations events sponsored by the YMCA administration.

- Meet with the Program Director weekly to review general operations of the program. Attend twice monthly staff meetings.
- Participate in training programs, conferences, and take advantage of opportunities for professional growth.
- Assist the Program Director with other duties required to provide quality school age child care at the assigned site.

CRITERIA FOR SUCCESS

The effectiveness of the Site Director shall be measured by:

- The level of satisfaction of parents and children
- The degree to which the program maintains a high standard for quality, organization, and professionalism as measured by the Program Director’s evaluation
- The degree to which enrollment levels are maintained.
- The extent to which the YMCA philosophy is exemplified in the program’s operation.

REQUIREMENTS

- Bachelor’s degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field.
- One (1) year of experience working with children.
- Ability to lift 50 lbs.
- Ability to sit, stoop, run, climb and actively participate in activities related to the age of the group.
- CPR, Child Abuse Prevention Training, First Aid, Fire Safety and YMCA orientation are required within 6 months of hire.
- A minimum of 6 hours of child development training per year as defined by the DPW.

OTHER

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