



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

James Family Prescott YMCA Position Description

Position Title: School Age / Day Camp / Adventure Camp Group Leader
Reports To: Child Care Program Assistant
Department: Child Care

General Function: The leader is the primary staff person working directly with a group of children. The leader is responsible for leading activities and instituting safety procedures in conjunction with Arizona State Rules and Regulations and YMCA policies.

Know How:

- Must be at least 18 years old
- Must possess a suitable temperament for working with children.
- Must be current in First Aid and CPR
- Must complete required YMCA trainings

Principle Activities:

- Model the behavior expected of the children
- Be an active participant in all activities
- Lead activities with the group as indicated on the schedule.
- Assist and communicate with the Child Care Program Assistant daily.
- Be responsible for the emotional and physical well being of each child in the program
- Learn AZ State Rules and Regulations on child care licensing.
- Maintain equipment and property
- Attend all staff meetings
- Sign in/out daily actual hours worked
- Report all incidents/accidents to Child Care Program Assistant and fill out reports as required
- Record daily attendance and keep constant head count of children
- Supervise children by being up and moving around
- Work with group leaders to ensure smooth flow of activities.
- Communicate well with other group leaders to ensure that behavioral issues are handled with consistency.
- Communicate with parents daily regarding children within the group (including injuries, accidents and triumphs)

Work Environment & Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to plan, lead and participate in activities.

Ability to lift equipment, and to lift a small to average size child.

Effect on End Results:

This position has great effect on the overall program of the Prescott YMCA. The satisfaction of students and parents, the delivery of quality, safe programs, maintaining steady enrollment, and keeping with the YMCA mission and values will determine the end results. The financial success of the department may also be dependent on the outcome of the preschool program.

School Age Leader Signature

Date

Supervisor Signature

Date

Updated 12/19/16

The Y: We're for youth development, healthy living and social responsibility.

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