

**ANAHEIM FAMILY YMCA
ANAHEIM ACHIEVES
JOB DESCRIPTION**

POSITION TITLE: ANAHEIM ACHIEVES GROUP LEADER (HIGH SCHOOL)
DEPARTMENT: Anaheim Achieves
IMMEDIATE SUPERVISOR: Program Supervisor
STATUS: Part Time
SUPERVISES: N/A
JOB PURPOSE: To provide a safe and nurturing environment for large groups of students; to implement academic, literacy and enrichment age-appropriate curriculum.

JOB RESPONSIBILITIES

1. PROGRAM RESPONSIBILITIES

- A. As directed by the Program Supervisor, provide homework assistance/tutor individuals or large groups of students, reinforcing instruction in an academic or enrichment environment.
- B. Contribute ideas, skills and talents to program development and enhancement, and to student interest clubs formation and operation.
- C. With guidance, and under supervision, implement academic and enrichment learning activities following prepared lessons, such as the Y Be Healthy Program.
- D. Help with Student Store activities as assigned.
- E. Observe and manage student behavior according to approved procedures; report progress regarding student performance and behavior.
- F. Know and follow the core values of the YMCA-caring, respect, responsibility and honesty with students, parents, co-workers, school staff and volunteers. Integrate these character development values into daily activities.
- G. Follow Program Supervisor guidance in integrating asset-building strategies into the daily activities.
- H. Be alert and sensitive to the individual needs of the students. In attempting to meet those needs, guide them in all areas: mentally, academically, physically, emotionally, socially and ethically.
- I. Relate to the students with respect, love, kindness, and concern; always be ready to listen, and to provide students with positive input to build healthy self-images.
- J. Maintain professional boundaries with students at all times. No fraternization is permitted outside Y sponsored activities/programs.
- K. Assist with the following tasks:
 1. Set up and put away equipment (inside or outside) as needed.
 2. Clean storage rooms, classrooms, outside areas or any other areas used/assigned. Do not leave trash/debris in any area used.

3. Assure that daytime program teachers and school staff expectations regarding shared classrooms, other school spaces, and equipment are met; guide students in respecting school facilities and equipment, so that they are left in the same condition as when found.
 4. Prepare materials for student activities; e.g., mix paint, set up lesson materials, clean paint equipment, and clean other items as necessary following art activities.
- L. Perform other related duties as assigned.

2. SAFETY/RISK MANAGEMENT RESPONSIBILITIES

- A. Assure the health and safety of students by following health and safety practices and procedures and actively supervising at all times including practicing the Missing Child/Red Cap Policy and Drill.
- B. Child Abuse Prevention-Know signs of child abuse. Be aware of child to child abuse/bullying which will not be tolerated. All childcare providers in CA are state mandated reporters and as such must report any suspected child abuse. Notify the Program Supervisor immediately of any suspected child abuse.
- C. Universal Precaution/Bloodborne Pathogens-Be sure to use proper protection-gloves, face mask/CPR shield if necessary to avoid exposure to blood or other bodily fluids. Notify the Program Supervisor immediately upon exposure for proper reporting/treatment.
- D. Hazard Communication-Notify Program Supervisor of any chemical spills or hazardous equipment or observation of other hazards at the work site.
- E. Crisis Communication-Know the site procedures in case of an emergency or disaster situation.
- F. In an emergency situation, be prepared to stay at your site for the duration of the situation until authorized to leave by the Program Supervisor or Police/Fire Department staff. Do not abandon your post/position.
- G. If a child is injured, call 911 if serious injury and phone is available to you or notify the Program Supervisor immediately. The Supervisor will call 911 (if necessary); ensure timely notification to parents is also made and that proper/timely treatment is provided.
- H. If an employee is injured, call 911 if serious injury and phone is available to you or notify the Program Supervisor immediately. The Supervisor will call 911 (if necessary) to ensure proper/timely treatment/follow up is provided.

3. SUPERVISION RESPONSIBILITIES

- A. **NEVER** leave program participants unsupervised. Actively supervise ALL participants at all times and do not become distracted. Students must always be in sight of the staff member.
- B. **NEVER** be alone with a program participant-always have another staff member present or program participant-Rule of 3.

- C. Supervise the transporting of students to and from off-site field trips.
- D. Make sure headcounts of the students under your care are taken during any transition period i.e. playground to classroom, classroom to bathroom, bathroom back to classroom/playground, etc.
- E. Supervise all assigned activities of the students, assuring that the YMCA, AUHSD, individual school, and Anaheim Achieves rules and behavior expectations are enforced; guide and supervise students in your charge so that their actions and behavior support the safety and well-being of all other children, staff and themselves.
- F. Help with the restroom responsibilities and follow the bathroom supervision policy at all times and ensure that bathrooms are left clean daily.
- G. Do **NOT** engage in the physical activities with the students-only supervise the activities.
- H. To ensure the supervision/safety of all program participants, Group Leaders may not use their cellular telephones at any time while working unless it's an emergency situation. Cell phones may be kept in the A.A. office or should be left in the employee's car.
- I. Maintain professional boundaries with students at all times. No fraternization or contact is permitted outside YMCA programs/activities.

4. PARENT RELATIONS

- A. Encourage parent participation in Anaheim Achieves programs whenever possible; notify families of upcoming Anaheim Family YMCA and Anaheim Achieves events.
- B. Attend parent group events and other school functions whenever possible.
- C. Know and work with parents as much as possible to promote understanding of the growth and development of their children.
- D. Listen to parent concerns regarding their child or the program and notify the Program Supervisor.

5. PERSONAL RESPONSIBILITIES

- A. Display a positive attitude toward your job, the site, the children, the AUHSD, the school staff, Anaheim Achieves, and the Anaheim Family YMCA; avoid conversation that is not supportive of the AUHSD, the school, the AA program or its staff. The Program Director and V.P. Programs encourage you to share issues, suggestions, and concerns.
- B. Behave in a manner that demonstrates respect for the school staff, the authority of the Y Program Directors, Program Supervisors and demonstrates respect for all fellow staff members, regardless of their roles, and for all students.

6. GENERAL RESPONSIBILITIES

- A. Report to work on time for your assigned shift each day.

- B. Timeclock Policy: Group Leaders must log onto the computer and punch in at the beginning of their shift and again at the end of their shift. Group Leaders must also punch in/out for any meal break periods.

Timesheet Policy: For sites without a computer: Complete timesheet daily in pen: Log in arrival time, any meal periods, the time you leave and the total # of hours each day. The Program Supervisor will initial your hours each day. At the end of the pay period, you must add up the total hours worked and sign the timesheet. The Program Supervisor will proof for accuracy and also sign the timesheet. Any changes/corrections must be crossed out by the employee and the correct information is circled and initialed by the employee and the Program Supervisor. The Program Supervisor will submit timesheets to the Program Director. Do not take time sheets off site.

- C. Notify Program Supervisor immediately upon learning that you will be absent from work (by 9am) or before your shift begins if you will be late for work. Follow absence policy at all times as outlined in the Y Employee Handbook.
- D. Secure prior approval for time off from your Program Supervisor (Two Week Notice). This will avoid any inconvenience to you or disruption of the needs of the after school program.
- E. Follow dress code policy at all times-wear uniform including closed toed, no heeled shoes and name badge at all times.
- F. Participate in staff meetings; attend Y trainings as assigned.
- G. Remain at all times in your assigned classroom or area of duty until relieved. If you must leave, you must notify the person in charge or a fellow staff member of your destination and returning time.
- H. Assist with general housekeeping chores.
- I. Attendance in classes at local colleges, taking courses in human development, learning theory, teaching strategies, group dynamics is strongly encouraged.
- J. Attend mandatory and voluntary YMCA functions arranged by the Program Director or Program Supervisor.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the essential functions of this job and to effectively supervise program participants and keep them safe at all times, the employee must be able to: see, hear, speak, sit, stand, walk, run, reach with hands and arms, use hands to finger, handle, or feel and write in English. The employee is regularly required to balance, stoop, kneel, crouch. The employee is occasionally required to climb or crawl. The employee must regularly lift and/or move up to 25 pounds; must have the physical agility to set up/break down recreational equipment or other equipment by themselves; must have the physical strength to restrain and/or separate program participants to prevent/stop an altercation or to prevent participants from hurting themselves or others; employee must also be physically capable of preventing injury to themselves.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: It may be necessary, from time to time and due to site conditions and/or program requirements, to change/modify the essential functions of the job.

WORK ENVIRONMENT

The work environment characteristics listed are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate but can become loud. The pace is rapid and dynamic, multi-task oriented with short-notice/changing deadlines. Accuracy and thoroughness/follow-through is very important; creative and community service oriented environment.

QUALIFICATIONS (Education, Experience, and Abilities):

- A. Must be at least eighteen (18) years of age.
- C. Must pass the Group Leader proficiency test.
- D. Must be a High School Graduate, or have a G.E.D.
- E. Must submit to and comply with all requirements for employment including, but not limited to, a criminal background check, drug/alcohol testing, health screening, tb test.
- F. One year or more experience working with youth of various cultures in an organized setting.
- G. College coursework in human development, human services, group dynamics is highly desirable.
- H. Possess/provide proof of a valid/current California driver’s license or other valid state driver’s license or the ability to have transportation to all Achieves Program sites on a daily basis. If designated as a YMCA Business Driver, the employee must also provide annually proof of minimum California vehicle insurance coverage and maintain an approved/acceptable driving record. An annual MVR (Motor Vehicle Report) will be done by the Y. Employees who do not maintain an acceptable driving record may be prohibited from being a YMCA Business Driver and could affect employment status.
- I. Be CPR/First Aid Certified within the first 3 months of employment and keep current as a condition of continued employment.

I understand and accept that the above description represents the job to be performed and is subject to change.

High School Group Leader Signature

Printed Name

Date