

**ANAHEIM FAMILY YMCA  
ANAHEIM ACHIEVES JOB DESCRIPTION**

**POSITION TITLE:** **AFTER SCHOOL PROGRAM GROUP LEADER  
(Elementary School)**  
**DEPARTMENT:** Anaheim Achieves  
**IMMEDIATE SUPERVISOR:** Program Supervisor  
**STATUS:** Part Time, Non-Exempt  
**SUPERVISES:** N/A  
**JOB PURPOSE:** To provide a safe and nurturing environment for children. Follow the Mission of the YMCA. Implement educational, literacy and enrichment age appropriate curriculum to large groups of children.

**JOB RESPONSIBILITIES:**

**1. PROGRAM RESPONSIBILITIES**

- A. Provide homework assistance, educational, literacy and enrichment activities to students as directed by the Program Supervisor.
- B. Know and follow the core values of the YMCA-caring, respect, responsibility and honesty with children, parents, co-workers and school staff and volunteers.
- C. Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior to Program Supervisor.
- D. Be constantly alert and sensitive to the individual needs of the children. In attempting to meet those needs, guide the children in all areas: mentally, academically, physically, emotionally, socially and ethically.
- E. Relate to the children with respect, love, kindness, and concern. Always be ready to listen, and to provide each child with positive input to build a healthy self-image.
- F. Assist with the following tasks:
  1. Set up and put away equipment (outside & inside) as needed.
  2. Clean storage rooms, classrooms, outside areas or other areas used/assigned as needed. Leave all areas used clean and free of trash/debris.
  3. Preparation/Clean up of daily enrichment, sports, arts & crafts or other activities.
  4. Assist in program planning and development as needed.

**2. SUPERVISION RESPONSIBILITIES**

- A. **NEVER** leave children unsupervised. Actively supervise ALL children at all times and do not become distracted. Children are to remain in sight of the staff member at all times.
- B. **NEVER** be alone with a child-always have another staff member or another child present. Follow the Rule of 3.
- C. Assure the health and safety of children/employees by following all health and safety practices and procedures. Notify the Program Supervisor immediately if a child is injured.
- D. Do **NOT** engage in the physical activities with students-only supervise the activities.
- E. Supervise the transporting of children to and from off site field trips if needed.

- F. Supervise all assigned activities of the children, seeing that the YMCA and school rules are carefully enforced. The employee is responsible to see that the actions of all children in their charge are, at all times, in keeping with the safety and well being of all children and staff.
- G. Must perform headcounts of the children under your care during any transition period i.e. playground to classroom, classroom to bathroom, bathroom back to classroom, etc.
- H. Follow bathroom supervision policy/procedures at all times to ensure child safety; children must never go alone or without adult supervision. Check bathroom stalls prior to children entering and again after children leave to ensure all children have exited and that bathrooms are left clean. Perform headcounts to ensure no child is left behind. Perform headcounts.
- I. Maintain professional boundaries with students at all times. No fraternization or contact is permitted outside Y sponsored activities/programs.

### **3. SAFETY/RISK MANAGEMENT**

- A. Child Abuse Prevention-Know signs of child abuse. Be aware of child to child abuse/bullying. 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.
- B. Missing Child Drills/Red Cap Policy-The Program Supervisor will train employees on this process and Group Leaders must adhere to this policy at all times.(See Missing Child Drill/Red Cap Procedures & Documentation Form-on site)
- C. Universal Precaution/Bloodborne Pathogens-Be sure to use proper protection-gloves, face mask, and/or cpr shield 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 emergency or disaster situation.
- F. Group Leaders must not use their cellular telephones while on site working unless directed by their Supervisor in an emergency situation. Cellular phones are to be stored in an office or in the employee's car.
- G. If a child is injured, notify the Supervisor immediately. If serious injury, call 911 if phone available and then notify the Supervisor will ensure timely notification to parents is also made and that proper treatment is provided.
- H. If an employee is injured, staff is to report it to their Supervisor immediately. If serious injury, call 911 if phone available and then notify the Supervisor to ensure timely treatment/follow up is provided.
- I. In an emergency/crisis situation, be prepared to stay at your site for the duration of the situation. Do not abandon your post/position.

### **4. PARENT RELATIONS**

- A. Encourage parent participation in school programs whenever possible and promote understanding of the growth and development of their children from being in our program.
- B. Notify families of upcoming Anaheim Achieves, YMCA or school events to help keep them engaged.
- C. Attend parent group and other school functions as assigned by Program Supervisor.

- D. Know the parent of the children in your assigned group. Communicate with them on a regular basis.

## 5. PERSONAL RESPONSIBILITIES

- A. Display a positive attitude toward your job, the site, the children, school staff and other YMCA staff. Avoid any conversation, which is not supportive of the YMCA, its programs, or its staff.
- B. Maintain professional conduct at all times while on duty. Follow Y USA Code of Conduct at all times.

## 6. GENERAL RESPONSIBILITIES

- A. Report to work on time for your assigned shift. **Average shift is Monday through Friday, 2:30 p.m. to 6:00 p.m. Hours and days worked may vary and are subject to change.**  
**NOTE: THERE MAY BE REDUCED OR NO HOURS DURING SCHOOL BREAKS AND SUMMER MONTHS.**
- 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. At the end of each pay period, the employee must approve their timecard. Then the Program Supervisor approves the timecard and it's submitted to payroll electronically. If the Group Leader is out on the last day of the pay period and the timecard is not approved, the Supervisor will approve it and then the employee must go back in to the system to approve it when they return to work.  
  
Timesheet Policy: For sites that use paper timesheets, follow this policy: 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 Employee Handbook.
- D. Follow dress code policy at all times for safety and identification purposes-wear uniform including closed toed/no heeled shoes and name badge.
- E. Participate in staff meetings; attend various training sessions as assigned. **Mandatory trainings will be scheduled a minimum of one or more weekday evenings per month; days and times may vary.**
- F. Remain at all times in your assigned classroom or area of duty until relieved. If you must leave, notify person in charge or fellow staff member of your destination and returning time.
- G. Assist with general site/classroom maintenance.
- H. Attend other YMCA functions as assigned by Program Supervisor or Program Director.
- I. Get prior approval for time off (2 week notice) to avoid disruption of the program and inconvenience to you.

## **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.

To perform the essential functions of this position and effectively supervise program participants and keep them safe at all times, the employee must be able to see, hear, speak, sit, stand, walk, run, and reach with hands and arms, use hands to finger, handle, or feel and write in English. The employee is occasionally required to climb or balance and stoop, kneel, crouch. 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.

## **WORK ENVIRONMENT**

The work environment characteristics here 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 & community-service oriented environment.

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

## **OTHER JOB QUALIFICATIONS:**

- A. Must be at least eighteen (18) years of age.
- B. Must submit to and comply with all requirements for employment including, but not limited to, a criminal background check, drug/alcohol testing, health screening, and tb test.
- C. Pass the Group Leader proficiency test.
- D. High School Graduate or have a G.E.D.
- E. One year or more experience working with youth (large groups) in an organized setting and of various cultures.
- F. Be CPR/First Aid Certified within the first 3 months of employment and keep current for condition of continued employment as a Group Leader.
- G. Possess/provide proof of a valid/current CA Driver's License or other valid state driver's license or have the ability to have transportation to all Anaheim Achieves program sites on a daily basis. If designated as a YMCA Business Driver, the employee must also provide annually proof of minimum CA vehicle insurance coverage & 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 understand and accept that the above description represents the job to be performed and is subject to change.**

\_\_\_\_\_  
Group Leader Printed Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Revised: 3/08, 10/08, 7/09, 12/09, 9/10; 2/11;3/11