

**ANAHEIM FAMILY YMCA
ANAHEIM ACHIEVES
JOB DESCRIPTION**

POSITION TITLE: ANAHEIM ACHIEVES “JUNIOR HIGH” SCHOOL GROUP LEADER
DEPARTMENT: Anaheim Achieves
IMMEDIATE SUPERVISOR: Program Supervisor
STATUS: Part Time
SUPERVISES: N/A
JOB PURPOSE: To provide a safe and nurturing environment for 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, educational, literacy and enrichment activities to large groups of students.
- B. Contribute your ideas, skills and talents to program development and enhancement, and to student interest club formation and operation.
- C. With guidance from the Program Supervisor or other Anaheim Achieves staff, and under supervision, teach a KRASH – Kids Recreational and Safe Haven, project-based course in an area of your expertise.
- D. With guidance, and under supervision, implement academic and enrichment learning activities following prepared lessons, such as Y Be Healthy.
- E. Help with Student Store activities as assigned.
- F. Observe and manage student behavior according to approved procedures; report progress regarding student performance and behavior to Program Supervisor.
- G. Know, follow and integrate the core values of the YMCA-Caring, Respect, Responsibility and Honesty into daily activities with children, parents, co-workers and school staff.
- H. Follow Program Supervisor guidance in integrating 40 Developmental Asset Building strategies into daily activities.
- I. 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.
- J. 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.
- K. Maintain professional boundaries with students at all times. Follow the YMCA non-fraternization policy-no contact outside YMCA programs/activities.
- L. Assist with the following tasks:
 1. Set up and put away outside and inside equipment as needed.
 2. Keep storage room organized and clean

3. Leave all areas used clean and free of trash/debris at all times.
 4. Assure that daytime program teachers and school staff expectations regarding shared classroom, 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.
 5. 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.
 6. Assist in program planning and development.
- M. 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 Policy/Red Cap Drills.
- 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.
- 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 phone available and if serious injury or notify the Program Supervisor immediately. The Supervisor will call 911 (if necessary if serious injury); Program Supervisors will ensure timely notification to parents is also made and that proper treatment/follow up is provided and that all necessary report forms are completed/submitted to H.R. immediately.
- H. If an employee is injured, call 911 if phone available and if serious injury or staff is to report it to their Program Supervisor immediately and the Supervisor will call 911 (if necessary) to ensure timely treatment/follow up is provided and that all necessary report forms are completed/submitted to H.R. immediately.

3. SUPERVISION RESPONSIBILITIES

- A. Help maintain the health and safety of students by following health and safety practices and procedures and actively supervising at all times.

- B. Supervise the transporting of students to and from off-site field trips.
- C. Supervise all assigned activities of the students, assuring that the YMCA, AUHSD, 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.
- D. Help with the restroom responsibilities never allowing children to go alone; must always be taken in groups with adult supervision. Check bathroom stalls prior to children entering and again after children leave to ensure all children have exited and no child is left behind. Keep bathrooms clean after usage. Perform headcounts.
- E. **NEVER** leave students unsupervised; students must always be in the sight of a staff member.
- F. **NEVER** be alone with a student/child. Always have another staff member present or another child. Follow the Rule of 3.
- G. Must perform headcounts of the students under your care during any transition period i.e. Playground to classroom, classroom to bathroom, bathroom back to classroom, etc.
- G. To ensure the supervision/safety of all program participants, Group Leaders may not use their cellular telephones at any time while working unless it is an emergency situation. Cell phones may be kept in the A.A. office or should be left in the employee's car.
- H. Maintain professional boundaries with students at all times. No fraternization or contact is allowed outside Y sponsored activities/programs.
- I. Do **NOT** engage in the physical activities with students-only supervise the activities.

4. PARENT RELATIONS

- A. Encourage parent participation in Anaheim Achieves programs whenever possible; notify families of upcoming YMCA, Anaheim Achieves or school events.
- B. Attend parent group events and other school functions whenever possible.
- C. Work with parents to promote understanding of the growth and development of their children.
- D. Listen to parents regarding any 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 or V.P. Programs encourage you to share issues, suggestions, and concerns with them.
- B. Behave in a manner that demonstrates respect for the school staff, the authority of the Y Program Director, V.P. Programs, and fellow Program Supervisors; and that demonstrates respect for 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 each day and again at the end of their shift each day. 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.

Timesheet Policy: For Sites using paper timesheets: 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. If the employee is out on the last day of the pay period and do not sign their timesheet, the Program Supervisor submits a copy of the timesheet to their Director. The original timesheet must be signed and returned to the payroll/accounting department the next business day.

- C. Notify Program Supervisor immediately upon learning that you will be absent from (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. Get prior approval (two week notice) for any time off to avoid any disruption of the program or inconvenience to you.
- E. Follow the dress code policy at all times-wear uniform including closed toed, no heeled shoes and name badge at all times.
- E Participate in staff meetings; attend Y trainings as assigned/required.
- F. Remain at all times in your assigned classroom or area of duty until relieved. Do not abandon your position. If you must leave, notify the person in charge or a fellow staff member of your destination and returning time.
- G. Assist with general housekeeping chores.
- H. Attend classes at local colleges, taking courses in human development, learning theory, teaching strategies, group dynamics.
- I. Attend mandatory and voluntary YMCA functions arranged by the Program Supervisor or Program Director.

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

While performing the 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, and reach with hands and arms, use hands to finger, handle, or feel and write in English. The employee is occasionally 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.

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 the essential functions.

QUALIFICATIONS (Education, Experience, and Abilities):

- A. Must be at least eighteen (18) years of age.
- B. Must pass the proficiency test.
- C. Must be a High School Graduate or have a G.E.D.
- D. Must submit to and comply with all requirements for employment including, but not limited to, a criminal background check, and drug/alcohol testing, health screening and tb test.
- E. One year or more experience working with youth of various cultures in an organized setting.
- F. College coursework in human development, human service, group dynamics is preferable.
- G. Possess/show proof of a valid/current CA Driver's license or other valid state driver's license or have 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 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 Y 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.

Jr High Group Leader Signature

Printed Name

Date