



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB OPENING ANNOUNCEMENT

Program Leader

Current Date: 7/6/2017

Hiring Supervisor: Megan Vlaming

Number of Positions Open: several

Date Position Begins: 8/07/2017

Applications Accepted through: 8/4/2017

Date of Interviews: July–August 2017

Days and Hours: Monday – Friday; 2:00–6:00 (approximate hours)

Location of Positions: Weber/Davis Counties–various Out-of-School Program Sites

Wage: Starting at \$9.59/hour; 18 to 25 hours a week

Employment Type: Non-Exempt

General Function: Under the guidance of the Site Coordinator, the Program Leader is responsible for planning, leading, and executing a wide variety of quality programs and activities for youth in the afterschool setting that are aimed at raising their academic, social, emotional, and physical well-being. Along with other program leaders, this group of employees performs and interacts with the youth in every aspect of their afterschool experience.

Position Requirements:

1. 18 years of age or older.
2. High school graduate or equivalent.
3. Previous experience working with school aged children preferred.
4. Current Department of Child Care Licensing approved CPR/First Aid (must include infant/child certification); Food Handlers Permit (within 30 days of employment).
5. Department of Child Care Licensing fingerprinting and background check (prior to or within 10 days of employment).
6. Completion of 2.5 hours of Department of Workforce training prior to entering program.
7. Completion of Child Abuse Prevention Training (within 30 days of employment).
8. Basic Computer Proficiencies.

Principal Activities:

1. Supervision
2. Risk Management
3. Relationships
4. Programming
5. Fiscal Management
6. General Duties

Working Conditions:

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift and/or assist children up to 50 pounds in weight.
4. Must be able to lift and carry food and supplies weighing up to 20 pounds.
5. Ability to stand or sit while maintaining alertness for several hours at a time.
6. Position may require bending, leaning, kneeling, and walking.
7. Ability to speak concisely and effectively communicate needs.
8. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

Comments:

All child care positions and staff are subject to licensing standards established by the Department of Child Care Licensing. Entry requirements for staff listed above are based upon current YMCA interpretation of such standards, are not inclusive, and are subject to change.

Application Process:

Please send a current resume and cover letter to:

Megan Vlaming
Mvlaming@ymcautah.org

For more information, please visit our website at www.ymcautah.org

You will be contacted within 48 business hours regarding your application.