



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **JOB OPENING ANNOUNCEMENT**

### **Kindergarten Academy Program Assistant**

**Current Date:** 12/13/2017

**Hiring Supervisor:** Megan Vlaming

**Number of Positions Open:** 1

**Date Position Begins:** January 2<sup>nd</sup>, 2018

**Applications Accepted through:** Until filled

**Date of Interviews:** ongoing

**Location of Positions:** Ogden

**Wage and hours:** \$10 –\$12.00 per hour/22.5 hours per week, part-time(school year)  
Monday through Friday: 10am – 2:30pm

- Position Requirements:**
- Education Requirements: 18 years of age or High School Diploma or equivalent.
  - Previous Work Experience: Previous experience in youth development, child care, preschool, education, recreation, or other related fields.
  - Certification Requirements: CPR, First Aid, Food Handler Permit and Child Abuse Prevention Training – within 30 days of employment.
  - Computer Proficiencies: Knowledge and use of basic computer skills with internet and search capabilities.
  - Must be able to pass a background check.
  - *Other examples may include:*
  - Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
  - Ability to handle multiple tasks simultaneously and to prioritize appropriately.
  - Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
  - Ability to attend all trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.
  - Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
  - Organized and manages time well.
  - Reliable and dependable. Works independently in the work place.

- Willing to become certified to drive a van.
- Spanish speaking and writing a plus.

**General Skills & Abilities:**

Under the guidance of the Kindergarten Academy Lead Teacher, the Program Assistant is responsible for assisting the lead teacher instruct in a wide variety of quality programs and activities for kinder youth that are aimed at raising their academic, social, emotional, and physical well being. In addition to the above, all YMCA of Northern Utah employees are expected to:

- Provide customers with the highest quality service.
- Promote teamwork and cooperative effort.
- Maintain a clean, safe work area, practice good safety habits.
- Demonstrate the YMCA Character Values of: Caring, Honesty, Respect and Responsibility.

**Other Information:**

**WORKING CONDITIONS:**

- Ability to work in excess of a 20-hour week with regular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Exposure to communicable diseases and bodily fluids.
- Must be able to lift and/or assist children up to 50 pounds in weight.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
- Ability to view data on a computer and/or on paper for long periods.

**Comments:**

The YMCA of Northern Utah provides equal employment opportunities (EEO) to all employees and applicants. Applications for employment will be considered without regard to race, color, religion, sex, national origin, age or disability.

**Application Process:**

Please send application (found on [www.ymcautah.org](http://www.ymcautah.org)) and cover letter to:  
Megan Vlaming  
[Mvlaming@ymcautah.org](mailto:Mvlaming@ymcautah.org)

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