



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB OPENING ANNOUNCEMENT

Program Leader/Assistant

- Current Date:** 7/6/2017
- Hiring Supervisor:** Cory Harrison
- Number of Positions Open:** 10+
- Date Position Begins:** 8/07/2017
- Applications Accepted through:** Until Filled
- Date of Interviews:** July–August 2017
- Days and Hours:** Monday – Friday; 2:00–6:00 (approximate hours)
- Location of Positions:** Taylorsville UT: 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 Leaders/Assistants are 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/Assistants, this group of employees performs and interacts with the youth in every aspect of their afterschool experience.
- Position Requirements:**
1. **Leader:** 18 years of age or older. **Assistants:** 16 years of age or older.
 2. **Leader:** 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

Working Conditions:

4. Programming
5. Fiscal Management
6. General Duties
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.
9. **Leader:** Willing to become driver certified in 15 passenger vans is a plus. Applicant must have clean driving record, Utah driver's license and over 21 years of age.
10. Verbal and written Spanish skills is a plus.

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:
Cory Harrison
charrison@ymcautah.org

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

The Y is an equal opportunity employment provider.