



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## YMCA of Northern Utah

**Job Title:** Program Assistant  
**FLSA Status:** Non-Exempt, Part-time  
**Location:** Salt Lake County  
**Reports to:** Site Coordinator

**Pay Rate:** \$11 per hour  
**Job Grade:** 1  
**Revision Date:** 08/26/2019  
**Primary Function:** After School / OST

### **POSITION SUMMARY:**

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.

### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **ESSENTIAL FUNCTIONS:**

1. Assist in providing high quality after school programming for youth
2. Work with a team to provide youth with healthy snack and dinner, homework help, and enrichment activities.
3. Assist in activities that are aimed at increasing students' academic, social, physical, emotional and spiritual well-being.
4. Attend all training sessions and meetings as required.
5. Build and maintain positive relationships with staff, students, and external contacts.

*\*\*This is not an exhaustive list of job duties. Other duties, responsibilities and activities may change or be assigned at any time based on program needs.*

### **QUALIFICATIONS:**

1. Previous experience working with school aged children preferred.
2. Bilingual Spanish speaking is a plus!
3. Current Department of Child Care Licensing approved CPR/First Aid (must include infant/child certification); Food Handlers Permit (both earned within 30 days of employment).
4. Must pass background check and fingerprinting through Child Care Licensing
5. Completion of 2.5 hours of Department of Workforce training upon hire/prior to entering program.
6. Child Abuse Prevention Training (within 30 days of employment).
7. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful.



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**LEADERSHIP COMPETENCIES:**

- Developing Self & Others
- Emotional Maturity
- Inclusion
- Critical Thinking & Decision Making

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands 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.

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- Must be able to lift and/or assist children up to 50 pounds in weight.

**EQUAL EMPLOYMENT OPPORTUNITY**

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.

**TO APPLY**

Please send a current resume and cover letter to:

Adria Stauffer, Human Resources Director  
astauffer@ymcautah.org

Or apply in person at YMCA Community Family Center:  
4223 Atherton Dr  
Taylorsville, UT 84123