



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

## **Job Description**

**Position:** *Y-ASPIRE Program Assistant*

**Reports To:** *Site Director*

### **General Function:**

The Program Assistant shall:

- Serve as the co-leader of the designated site in the Y-ASPIRE program
- Support the Site Director and program participants
- Model the YMCA Mission and 4 Core Values: *Respect, Responsibility, Caring & Honesty*

### **Direct Responsibilities:**

1. Work with the Site Director to provide a program in accordance with outcome objectives and expectations
2. Provide safe & nurturing care to all program participants as per YMCA policies & procedures
3. Assist with daily snack
4. Communicate as necessary with Y-ASPIRE participants and the Site Director on issues of safety, behavioral problems and/or any other concerns
5. Help ensure that the spaces used for the program are left as they were when the group entered them
6. Attend staff meetings

### **Qualifications:**

1. Should have child care, education, youth development or related experience
2. Must submit to and pass a State "Records Check Authorization"
3. Able to be certified in CPR and First Aid

### **Hours of Employment:**

Program Assistants work from the time that the local elementary school closes (it varies from school-to-school, generally between 2:45 and 3:00) until 5:00 pm. They will also work all or most of the day when schools are closed for vacations, teacher in-service training and some holidays, as well as for half-days when schools close early due to bad weather or teacher in-service training.

## **Meeting Waters YMCA**

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**Strengthening the foundations of community through youth development, healthy living and social responsibility.**