



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Before Care Staff**

FLSA Status: Part-Time Non Exempt

Reports to: Child Care Director

Department: Child Care

Creation Date: 08/2023

### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. This position is responsible for the supervision of elementary aged participants in a safe and nurturing environment.

### **ESSENTIAL FUNCTIONS:**

1. Be comfortable working to implement the Mission Statement of the YMCA. *The Fond du Lac Family YMCA is a non-profit charitable association dedicated to putting Christian principles into practice through programs that build healthy spirit, mind and body for all.* Acts as a positive role model using the YMCA's core values of honesty, caring, respect, and responsibility.
2. Supervises the children and all activities.
3. Maintains participant records as required (i.e. rosters, attendance, etc.).
4. Builds effective, authentic relationships with participants and parents; helps them connect with each other and the YMCA.
5. Prepares and maintains program site and equipment. Organizes and puts away program equipment. Report damaged equipment.
6. Assists in staff and volunteer meetings and trainings as scheduled.
7. Understands and follows all Licensing Rules. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
8. Performs all other duties as assigned.

### **YMCA COMPETENCIES:**

*Mission Advancement:* Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an

openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical

### **Fond du Lac Family YMCA**

90 W. 2<sup>nd</sup> Street  
Fond du Lac, WI 54935

knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
2. At least 18 years of age.
3. Previous experience working with children
4. Must be able to move effectively through all program areas; be able to lift and carry 5-50 pounds; perform physical functions necessary to program instruction.
5. Previous experience with diverse populations preferred

**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.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_