



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Y Learning Academy Staff**

FLSA Status: Part-Time Non Exempt

Reports to: Director of Program Development

Department: Family

Creation Date: 08/2020

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through our values of youth development, healthy living and social responsibility. The Y Learning Academy Staff Member is responsible for the daily supervision of a small group of academy participants grades K-5. Staff are responsible for assisting in the planning, development, and implementation of program components and program activities. The Y Learning Academy Staff guides the academic and social development of children; ensuring a safe, enriching, and healthy learning environment.

ESSENTIAL FUNCTIONS:

1. Ensures the safety and engagement of children in the assigned group.
2. Nurtures children through purposeful programming; plans activities that are intended to achieve program goals and outcomes, are culturally relevant, are developmentally appropriate, and are consistent with the Y's values.
3. Provide assistance with homework and encourages academic progress.
4. Follows activity plans in a developmentally appropriate manner, meeting the individual physical, social, emotional, and intellectual needs of the participants.
5. Provides careful, attentive supervision, alert at all times.
6. Serves as a positive role model, demonstrates professional behavior and understands positive youth development approaches to the academic and social development of youth.
7. Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
8. Promotes a team concept through a positive approach to supervision, communication, and interactions with others. Maintains on-going communication with team members and supervisor.
9. Maintain accurate participant records as assigned and according to program requirements.
10. Communicates regularly with parents/guardians.
11. Demonstrates a working knowledge of YMCA mission, purpose and goals, child protection policies and YMCA standards; ensures the program meets the highest standards of excellence.

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.

Fond du Lac Family YMCA

90 W. 2nd Street
Fond du Lac, WI 54935

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

QUALIFICATIONS:

1. Must be at least 18 years of age or older.
2. High School Diploma or equivalent.
3. A minimum of two years prior experience working with children under 13 years of age preferred.
4. Exceptional group management, problem-solving and conflict resolution skills.
5. Experience in creating interactive and educational/artistic activities, youth development, academic enrichment and arts preferred.
6. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
7. Must be capable of implementing the daily administrative, program related, and supervisory responsibilities of a Y Learning Academicsite.
8. Flexibility, with the ability to adapt to changing circumstances.

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.

SEND APPLICATIONS TO:

Fond du Lac Family YMCA
Attn: Human Resources
employment@fdlymca.org
90 W. 2nd Street
Fond du Lac, WI 54935

WAGE: \$11.00 - \$13.00 / hour