

YMCA of Metropolitan Detroit  
**JOB DESCRIPTION**  
Part Time Non-Exempt Position

<b>TITLE:</b>	SACC Aide	<b>BRANCH:</b>	Lakeshore
<b>INCUMBENT:</b>		<b>DEPARTMENT:</b>	Dept 69
<b>SUPERVISOR:</b>	Tina Quirk	<b>DATE:</b>	

**GENERAL FUNCTION:**

Under the direction and supervision of the Tina Quirk, the Aide will be responsible for assisting the Prevail Academy in the general supervision and management of the site, as well as assisting in the child's social, emotional, physical, spiritual and cognitive development.

**ENTRY REQUIREMENTS:**

Position requires the individual to be 18 years of age. High school diploma or equivalent preferred. Meet the requirements set forth by the state-licensing agency. Documentation of a physical examination, a TB skin test, and social service requirements is mandatory within 30 days of starting work, and thereafter, as required. CPR and First Aid certification is required within 60 days. Attend Blood borne Pathogens training.

**JOB REQUIREMENTS:**

- Assist in general overall site management.
- React kindly and firmly in a positive manner when disciplining children.
- Direct the free play of children indoors and outdoors.
- Assist in planning and implementing of the daily program and monthly lesson plans under the guidance of Tina Quirk.
- Assist in planning and preparing of learning environments, set-up and clean-up and preparing needed material and supplies.
- Assist the teacher in other appropriate ways.
- Monitor the quantity, quality, appearance, maintenance and storage of all supplies and equipment needed for the program.
- Establish and maintain a positive relationship with all co-workers, YMCA staff, YMCA members, program participants and the general public.
- Attend all staff meetings and other activities (i.e. open houses, PTA meetings, etc.) as required.
- Adhere to all licensing regulations in accordance to State laws and requirements.
- Follow all safety, bloodborne and child abuse prevention guidelines.
- Attend Principles of YMCA ChildCare and Working with Children 5-9 within the first six months of hire.
- Continue professional development through community involvement, professional reading, workshops and seminars or formal education.
- Prepare snacks and help with lunch.
- Maintain the appropriate staff-to-child ratios.
- Adhere to all licensing regulations in accordance with state laws and requirements.
- Must interface with the classroom teacher and assistants to make the classroom climate a positive one.

- Ensure a safe and nurturing environment, attending to the needs of the children at all times.
- Treat children and other staff members with dignity and respect.
- Welcome parents and children each day.
- Assist and attend public relations activities sponsored by the YMCA and ChildCare Center.
- Assume equal and shared responsibility of general housekeeping tasks. This includes cleaning dishes, mopping floors, and taking out trash.
- Communicate with other staff on a regular basis regarding the care of the children.
- Meet the needs of the children participating in the program.
- Assist with reading stories, singing, participating in classroom activities.
- Prepare children for rest/nap time.

**EFFECT ON END RESULT:**

- Provide a safe and loving environment for the children participating in the program.
- Provide positive relations with those associated with the YMCA, children and parents alike.
- Provide positive relations with the staff to ensure YCMA goals are being met.

**Grade: PT**

**AGREEMENT:**

We understand and mutually accept the above position description represents our agreements as to the job to be performed.

Supervisor \_\_\_\_\_ Supervisee \_\_\_\_\_

Date \_\_\_\_\_