



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

EMPLOYMENT OPPORTUNITY

Send application and resume, Attn: Melissa Imbriano

Fax - 201-955-2055

Mail - P.O. Box 252, Rutherford, NJ 07070

Drop off - 436 Ridge Road, North Arlington, N.J. 07031

All YMCA Child Care positions follow the required qualifications requirements as outlined by the Manual of Requirements for Child Care Centers - State of New Jersey, Department of Human Services, Division of Youth and Family Services. Must complete background check, fingerprinting, and obtain all required certification courses & training required and provided by the Meadowlands YMCA.

Site Director

Supervisor: School Age Childcare Directors

Qualifications:

Must have a High School Diploma/GED and at least 2 years experience in childcare.
Excellent communication skills (oral and written)
Ability to prioritize and handle multiple tasks
Math ability and understanding of financials
Excellent listening, communication, and reliable individual
Organized, analytical and detail-oriented with ability to multi-task and prioritize appropriately
Ability to supervise and lead staff

General Responsibilities:

Planning, supervision, & implementation of the program. To provide a safe and supportive environment for all children. Provide guidance, leadership, and support to all site staff members. To communicate to all staff members and the main office (following your school district calendar) any information in regards to half day work schedules and school closings. To also be sure staffs are wearing the approved YMCA work attire and name tags. To be responsible for every child's accountability keeping accurate documentation of attendance, children's files, emergency drills, accident/illness/behavior reports, administration of medication and lesson plans. To establish and practice emergency procedures. Planning & coordinating of activities appropriate to children's needs & Interest. To keep accounts of all purchases for supplies, equipment & snacks for program. Prepares, submits, and maintains program budgets. Supervises, monitors, and evaluates performance of program staff members. Responsible for all site paperwork which needs to be organized, updated, and copies submitted to the main office. Attend all In Service Workshops and office meetings. To obtain and keep certifications current in CPR, First aid, & Blood borne pathogens while receiving all necessary and required training courses in Child Abuse Prevention and other required courses. To be able to constantly stand, walk, bend, run, stoop, kneel, crawl, crouch, pushing and/or pulling, some climbing and balancing as well as lifting & carrying (up to 40lbs) to attend to each child's interests and program's needs. To support children's emotional and social development, encouraging understanding of others and positive self-concepts. To have an active and open line of communication with parents informing them of all facility closings, activities, information on their children and other important issues. Shall be knowledgeable and follow the Policies and Procedures as outlined in the Staff Handbook and Parent Handbook and to see to it and be responsible for all staff in following the same policies and procedures. You shall lead by example in the participation of all aspects of YMCA events and Strong Kids Campaign. Should arrive at program 10 minutes before the program starts.

Hours: PT Hourly - Approximately 10 to 18 hours per week (depending on position available) – Starting between 2:50 p.m. and 3:00 p.m. & ending between 6:00 p.m. to 6:30 p.m. Days 2 to 5 days a week.

Compensation Package:

- \$11- \$14 per hour

Meadowlands Area YMCA

Childcare Job Description.docx

P.O. Box 252, Rutherford, NJ 07070

P: (201) 955-5300 F: (201) 955-2055

www.YMCAinfo.org

\\YMCASERVER\RedirectedFolders\mjohnson\Desktop\job description 2012\SACC



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

EMPLOYMENT OPPORTUNITY

Send application and resume, Attn: Melissa Imbriano

Fax - 201-955-2055

Mail - P.O. Box 252, Rutherford, NJ 07070

Drop off - 436 Ridge Road, North Arlington, N.J. 07031

All YMCA Child Care positions follow the required qualifications requirements as outlined by the Manual of Requirements for Child Care Centers - State of New Jersey, Department of Human Services, Division of Youth and Family Services. Must complete background check, fingerprinting, and obtain all required certification courses & training required and provided by the Meadowlands YMCA.

Group Leader

Supervisor: School Age Childcare Directors

Qualifications:

Must have a High School Diploma/GED and some experience in childcare.
Excellent communication skills (oral and written)
Ability to prioritize and handle multiple tasks
Excellent listening, communication, reliable individual
Organized, analytical and detail-oriented with ability to multi-task and prioritize appropriately

General Responsibilities:

Assist in the planning and implementation of daily program under the direction of the Site Director. Assist in providing a safe and supportive environment for all children. Assist in keeping accurate documentation of attendance, children's files, emergency drills, accident/illness/behavior reports, administration of medication, and lesson plans. To assist in practicing emergency procedures. Assist in all general housekeeping tasks. To be responsible for the management and supervision of children at all times, including activity areas. To assist in the planning & implementation of activities appropriate to children's needs and interests. To be aware of a Site Directors job description and be able to fill their position on a temporary basis. Assist in the preservation of all program supplies & equipment. Attend all In Service Workshops and office meetings. To keep certifications current in CPR, First aid, & Blood borne pathogens while receiving all necessary and required training courses in Child Abuse Prevention and other required courses. To be able to constantly stand, walk, bend, run, stoop, kneel, crawl, crouch, pushing and/or pulling, some climbing and balancing as well as lifting & carrying (up to 40lbs) to attend to each child's interests and program's needs To support children's emotional and social development, encouraging understanding of others and positive self-concepts. To have an active and open line of communication with parents informing them of all facility closings, activities, information on their children and other important issues. Shall be knowledgeable and follow the Policies and Procedures as outlined in the Staff Handbook and Parent Handbook. Shall be wearing the approved YMCA work attire and name tags and notify the Site Director if in need of a name tag. Should arrive at program 5 minutes before the program starts.

Hours: PT Hourly - Approximately 4 to 18 hours per week (depending on position available) – Starting between 2:50 p.m. and 3:00 p.m. & ending between 5:00 p.m. to 6:30 p.m. Days 1 to 5 days a week.

Compensation Package:

- \$7.25- \$11 per hour



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

EMPLOYMENT OPPORTUNITY

Send application and resume, Attn: Melissa Imbriano

Fax - 201-955-2055

Mail - P.O. Box 252, Rutherford, NJ 07070

Drop off - 436 Ridge Road, North Arlington, N.J. 07031

All YMCA Child Care positions follow the required qualifications requirements as outlined by the Manual of Requirements for Child Care Centers - State of New Jersey, Department of Human Services, Division of Youth and Family Services. Must complete background check, fingerprinting, and obtain all required certification courses & training required and provided by the Meadowlands YMCA.

Bus Aide/Group Leader

Supervisor: School Age Childcare Directors

Qualifications:

Must have a High School Diploma/GED and some experience in childcare.

Excellent communication skills (oral and written)

Ability to prioritize and handle multiple tasks

Excellent listening, communication, reliable individual

Organized, analytical and detail-oriented with ability to multi-task and prioritize appropriately

General Responsibilities:

Must have some experience in childcare. Responsible for keeping accurate documentation of attendance as it relates to transportation of the children. Must take attendance using the 3 point check "Verbal, Visual, & Physical" being responsible for every child's accountability. To be responsible for following the proper procedures and guidelines for transporting children safely. To be sure all children are accepted and discharged at the curbside of the vehicle. To make sure all children are wearing seatbelts and they are properly fastened. To never leave children alone in a vehicle. Must check the vehicle after children are discharged from bus to ensure no child is left behind. To check children's files for proper documentation of written permission for child to be transported by bus to the program. Assist in the planning and implementation of daily program under the direction of the Site Director. Assist in providing a safe and supportive environment for all children. To be responsible for the management and supervision of children at all times, including activity areas, and in the transportation of children. Shall be knowledgeable and follow the Policies and Procedures as outlined in the Staff Handbook and Parent Handbook. Shall be wearing the approved YMCA work attire and name tags and notify the Site Director if in need of a name tag. Should arrive 5 minutes before the program starts.

Hours: PT Hourly - Approximately 4 to 18 hours per week (depending on position available) – Starting between 2:50 p.m. and 3:00 p.m. & ending between 5:00 p.m. to 6:30 p.m. Days 1 to 5 days a week. 1 to 5 days a week.

Compensation Package:

- \$7.25- \$11 per hour



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

EMPLOYMENT OPPORTUNITY

Send application and resume, Attn: Melissa Imbriano

Fax - 201-955-2055

Mail - P.O. Box 252, Rutherford, NJ 07070

Drop off - 436 Ridge Road, North Arlington, N.J. 07031

All YMCA Child Care positions follow the required qualifications requirements as outlined by the Manual of Requirements for Child Care Centers - State of New Jersey, Department of Human Services, Division of Youth and Family Services. Must complete background check, fingerprinting, and obtain all required certification courses & training required and provided by the Meadowlands YMCA.

Group Leader/Floater

Supervisor: School Age Childcare Directors

Qualifications:

- Must have a High School Diploma/GED and some experience in childcare.
- Excellent communication skills (oral and written)
- Ability to prioritize and handle multiple tasks
- Excellent listening, communication, reliable individual
- Organized, analytical and detail-oriented with ability to multi-task and prioritize appropriately

General Responsibilities:

Must have some experience in childcare. Must report to your base location on the days you are scheduled to float (unless you are called before hand to report to another location) Must be prepared to leave base location once you arrive in case coverage is needed at another site, the last minute. Responsible for getting from one program location to another, in a minimal amount of time, on short notice. To constantly be in communication with the main office in regards to the floater work schedule. To be flexible in working additional hours as needed within the program's regularly scheduled hours, on a daily basis. Assist in the planning and implementation of daily program under the direction of the Site Director. Assist in providing a safe and supportive environment for all children. Assist in keeping accurate documentation of attendance, children's files, emergency drills, accident/illness/behavior reports, administration of medication, and lesson plans. To assist in practicing emergency procedures. Assist in all general housekeeping tasks. To be responsible for the management and supervision of children at all times, including activity areas. To assist in the planning & implementation of activities appropriate to children's needs and interests. To be aware of a Site Directors job description and be able to fill their position on a temporary basis. Assist in the preservation of all program supplies & equipment. Attend all In Service Workshops and office meetings. To keep certifications current in CPR, First aid, & Blood borne pathogens while receiving all necessary and required training courses in Child Abuse Prevention and other required courses. To be able to constantly stand, walk, bend, run, stoop, kneel, crawl, crouch, pushing and/or pulling, some climbing and balancing as well as lifting & carrying (up to 40lbs) to attend to each child's interests and program's needs. To support children's emotional and social development, encouraging understanding of others and positive self-concepts. To have an active and open line of communication with parents informing them of all facility closings, activities, information on their children and other important issues. Shall be knowledgeable and follow the Policies and Procedures as outlined in the Staff Handbook and Parent Handbook. Shall be wearing the approved YMCA work attire and name tags and notify the Site Director if in need of a name tag. Should arrive 5 minutes before the program starts.

Hours: PT Hourly - Approximately 4 to 18 hours per week (depending on position available) - Starting between 2:50 p.m. and 3:00 p.m. & ending between 5:00 p.m. to 6:30 p.m. Days 1 to 5 days a week.

Compensation Package:

\$7.25- \$11 per hour

Meadowlands Area YMCA

2012\SACC Childcare Job Description.docx

P.O. Box 252, Rutherford, NJ 07070

P: (201) 955-5300 F: (201) 955-2055

\\YMCAserver\RedirectedFolders\mjohanson\Desktop\job description

www.YMCAinfo.org