

**YMCA of the Greater Tri-Cities
JOB DESCRIPTION**

JOB TITLE: SACC Lead Staff
FLSA TYPE: Non-Exempt
SALARY RANGE: Minimum Wage - \$14.50 per hour

REPORTS TO: SACC Site Coordinator
POSITION TYPE: Part-Time
DATE REVISED: 01/2020

GENERAL FUNCTION

Provide direct supervision of a group of children at a School-Age Child Care (SACC) site.

QUALIFICATIONS

Be eighteen years of age or older	Current first-aid/CPR training	Food Handler Permit
Have one year experience in school-age care	Possess a high school diploma or equivalent	YMCA Child Abuse Prevention (CAP) training certification required*
TB test (up to 12 months prior to employment)	Create MERIT account and get STARS ID number	Bloodborne Pathogens (HIV/Aids) Training*
Cleared Portable Background Check including fingerprints if required by DCYF	STARS <ul style="list-style-type: none"> • STARS 30-hour basic • 10 hours of continuing STARS training each subsequent year 	Orientation Checklist completed and signed*
		Must be able to meet state licensing requirements for child care workers
* Provided by the YMCA		

JOB REQUIREMENTS

- Have school-age child development knowledge and experience
- Have the ability to implement the activity program
- Possess a positive attitude, be able to follow through on directions and relate to children in a positive manner.
- Physical Requirements
 - Be able to lift 40 lbs
 - Be able to stand up to 95% of the day
 - Perform all activities with children (e.g. sit on the floor, run, jump, bend, kneel, etc.)
 - Participate in cleaning activities such as sweeping, mopping, wiping, etc.
 - Must possess the hearing and visual capabilities in order to supervise the children
- The lead staff must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.

PRINCIPAL ACTIVITIES

1. Supervises a group of children.
2. Helps to plan and implements program activities that are culturally relevant and developmentally appropriate.
3. Maintains safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Fosters positive relationships with staff, children, families, school personnel, and the community.
7. Focus on specific safety and risk management practices to assure safe programs and facilities.

EFFECT ON END RESULTS

This position is responsible for following YMCA policies and procedures to work with both staff and customers to assure that the SACC program of the YMCA of the Greater Tri-Cities operates in a smooth and professional manner.

EQUAL OPPORTUNITY EMPLOYER

The YMCA of the Greater Tri-Cities is an Equal Opportunity Employer. The YMCA of the Greater Tri-Cities does not discriminate on the basis of race, creed, religion, color, sex, marital status, age, national origin or disability.

YMCA OF THE GREATER TRI-CITIES MISSION

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We promote the four YMCA core values of caring, respect, honesty and responsibility. We build strong kids, strong families, strong communities. The Y is for youth development, healthy living, social responsibility.

DISCLAIMER

The position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or other position functions. The YMCA of the Greater Tri-Cities reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is "At-Will" and may be terminated at any time by the employee or the employer with or without cause or notice.

I have read and understand the above statements. I will perform the above duties to the best of my ability.

Employee Signature

Date