YMCA of Cass and Clay Counties’ Job Description

**Position Title:** Learning Center Leader 1 and 2  
**Department:** Learning Centers  
**Classification:** Non-Exempt  
**Supervisor:** SA Site Coordinator or LC Site Director  
**YMCA Leadership Level:** Leader  
**Background Check Level:** 1: SS# Check, AKA Verification, Criminal Background, Sex Offender  
**Revision Date:** 5/27/2020

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**National YMCA Mission:**
To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

**YMCA of Cass and Clay Counties’ Mission:**
The YMCA of Cass and Clay Counties is a not-for-profit community service organization dedicated to enhancing the spirit, mind and body of all persons through quality leadership, programs, services and facilities.

**The YMCA’s:**
- **Cause:** Strengthening Community  
- **3 Pillars:** Youth Development, Healthy Living, Social Responsibility  
- **Core Values:** Caring, Honesty, Respect, Responsibility, Health  
- **Voice Attributes:** Nurturing, Genuine, Hopeful, Determined, Welcoming

**Position Summary:**
This position is responsible for the safe supervision of children in the program while providing them with a variety of activities to enhance gross and fine motor skills, social/emotional development, sensory and cognitive experiences as well as assisting them with homework, science, math, literacy, music, dramatic play, conflict resolution, learning and exploration centers, character development, cooking, arts & crafts, daily physical fitness, and outside play. Children enrolled in the Learning Centers Programs are from Birth through 5th grade.

**Supervision of:**
None

**Required Education, Certifications, Experience for Learning Center Leader 1:**
- At least 16 years old
- Within 90 days of hire: 15 hours of basic childcare training through Child Care Aware
- Within 90 days of hire: CPR/FA Certification for Adult, Child, Pediatrics

**Required Education, Certifications, Experience for Learning Center Leader 2:**
- At least 18 years old AND  
- High School Diploma or GED AND  
- 1 year of paid experience working with children (not including babysitting)
- Within 90 days of hire: 15 hours of basic childcare training through Child Care Aware
- Within 90 days of hire: CPR/FA Certification for Adult, Child, Pediatrics
Highly Desired Knowledge, Skills and Abilities:

- Positive, effective, calm, and professional communication – verbally and written – with staff, members, children, parents, and others – tailoring the communication style to the appropriate audience
- The ability to work effectively with people of different backgrounds, abilities, opinions and perceptions
- Excellent customer service skills
- Self-motivated
- Resourcefulness
- Ability to maintain confidential information
- Has a basic understanding of safety procedures

Essential Functions - YMCA Competencies:

1. Inclusion
2. Emotional Maturity
3. Collaboration
4. Developing Self & Others
5. Critical Thinking and Decision Making

Essential Functions – Job Specific Competencies:

Maintain the health & safety of the children by:

1. Supervising children by sight and or sound at all times
2. Keeping within child to staff ratio by knowing and tracking the number of children in group
3. Following classroom and play area rules, routines and procedures
4. Following emergency procedures and administering first aid when needed
5. Maintaining and completing required documentation as assigned and directed
6. Cleaning and sanitizing classroom materials, equipment and furniture

Support a developmentally appropriate learning environment by:

1. Promoting and maintaining a healthy, emotional, social, intellectual and physical environment that promotes active learning for each child
2. Encouraging independence in children
3. Modeling appropriate interactions with eating skills and healthy food attitudes
4. Using appropriate written and verbal skills with children and adults
5. Using age-appropriate guidance and techniques with children
6. Manages or assists others with classroom behavior and environment; maintains management of group of children with positive reinforcement and consistency
7. Referring problematic questions that parents have or problematic situations to the Lead or Supervisor.
8. Assisting with the Learning Center planned activities, assists with prep work as requested.
9. Assisting in taking the children on field trips as assigned. Dresses and swims with children if the trip involves swimming.

Perform duties that support the classroom and learning experiences by:

1. Working with children individually and in small groups to ensure involvement in intellectual, creative and social activities
2. Assisting with meal and/or classroom set-up and clean-up
3. Preparing, maintaining, cleaning, repairing, putting away, restocking, and/or taking inventory or materials
4. Maintaining daily routine, to include distributing and collecting supplies, keeping attendance records and setting up meals in a family style setting
5. Engaging in positive interactions with the children at all times; Greets each child as they enter the program.
6. Engaging in positive interactions with the parents at all times; Greets each parent as they enter the program.
7. Entering children's daily attendance and meal counts into software system
8. Participating in preparing for and attending special events, open houses and parent involvement activities as scheduled; attends other YMCA functions as necessary
9. Assisting in maintaining a physical environment that is clean, neatly organized and conforms to governmental and agency standards for the physical safety and well-being of the children and
Adults who use the center. Assists in taking responsibility for the upkeep of all of the equipment and materials. Encourages children’s participation in the upkeep of these materials.

10. Adhering to the YMCA Learning Center policies, procedures and SOPs.
11. Performing other duties as assigned

Other:
1. Is on time and present for scheduled shift; when unable to work scheduled shift – informs supervisor per policy
2. Attends mandatory departmental meetings and training sessions as required
3. Maintains a neat and clean work area, free of hazards
4. Follows YMCA policies and departmental procedures
5. Follows all emergency and safety procedures
6. Wears name tag and follows dress code at all times
7. Other duties upon request by immediate supervisor

Physical Requirements:
The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided it does not impose an “undue hardship” on the employer.

- More than 50% of the time: Standing, walking, squatting, seeing, hearing, understanding, speaking, reading and writing the English language, pushing or pulling up to 25 lbs, lifting or carrying up to 25 lbs, tactile sense, twisting, bending, reaching above head, grasping, fine dexterity,
- Less than 50% of the time: Crawling, kneeling, running, working at heights, keyboard and mouse use, pushing or pull up to 100 lbs, lifting or carrying over 25 lbs, exposure to excessive noise, exposure to extreme temperature or humidity

The YMCA retains the right to change or assign other duties to this position; Retains the right to change the hours and days of work of the position; Is an Equal Opportunity Employer; and Conducts pre-employment background checks on all employees.

Acknowledgement for receipt of Job Description:
I understand that the above statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. I have received a copy of this Job Description and have read and understand its contents and by signing below am stating that I can perform this position with or without accommodations. If I feel that I need accommodations – I have attached information regarding this.

__________________________________________________________________________
Employees Name (Please Print)       Date

__________________________________________________________________________
Employee Signature         Date