

Job Posting

Substitute School Aged Child Care Assistant

Auburn School Locations

Want to make a positive difference in the lives of other people? Come work for the Auburn YMCA where meaningful relationships are made every day. Y employees receive a free membership and other benefits!

This is a substitute position.

General Functions:

Under the direction of the SACC Director, the SACC Assistant is responsible for assisting in developing and implementing quality enrichment before and after school programs. The incumbent will assist with the programming and supervision of children ages 5-12 in various SACC settings. This position is located in the Auburn School Districts with M-F hours of 2:30pm to 6pm.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- Assists in the planning, organization and leading the daily SACC activities in accordance with the policies and philosophy of the YMCA, ensuring the safety and well being of the children at all times.
- Implements and actively participates in all activities.
- Observes and follows the YMCA School Aged Child Care program guidelines, best practices and regulations set forth by the NYS Office of Children and Family Services.
- Acts as a positive role model for children in the program using appropriate speech, actions and attire.
- Provides a safe, healthy, moral and fun environment for all children. Treats all children with dignity and respect. Assess each child's needs and strives to meet those needs.
- Supervise behavior management of the program participants using positive techniques of guidance, redirection, reinforcement and encouragement of age appropriate expectations.
- Instills guidelines and environments that are safe and minimizes the need for discipline. Provides steps for appropriate progressive discipline as needed.
- Ensures a set homework time and provides help as needed.
- Ensures children are provided nutritious snacks as appropriate.
- Responsible for quality program operation in the absence of the Director.
- Maintains a positive, open relationship with staff, parents and program participants. Brings concerns to the Director, parent and others as necessary. Schedules meetings as necessary. Maintains confidentiality.

- Assists in the maintenance of clear, concise daily records.
- Conducts and maintains records of monthly fire drills, weekly safety checks and other requirements as mandated by OCFS.
- Attends scheduled monthly staff meetings/workshops/ trainings as indicated by supervisor.
- Pursues professional development through service training, literature and continuing A minimum of 30 hours of training every two years is required by OCFS.
- Works as supportive staff in other YMCA programs as needed.
- Adheres to policies and procedures of the YMCA.
- Other duties as assigned.

Education and Experience:

High School diploma or GED and substantial experience working with children under 13 years of age.

Interested applicants should send their resume to eva@auburnymca.net