YMCA OF LANSING
JOB POSTING

YMCA Remote Learning Child Development Center Room Assistant

General Function: This position under the direction of the Multi-Site Program Director or Regional Youth Development Director is responsible for the supervision and well-being of a group of assigned children enrolled in the YMCA Remote Learning Child Development Center. The room assistant will serve as an appropriate role model for staff and children.

Job Requirements:
• Minimum age of 19 years with high school degree or higher
• Desire to work with children and peers
• Ability to lead and supervise participants
• Strong interpersonal skills
• Ability to accept supervision and guidance as well as constructive feedback
• Ability to lead, teach and supervise children in group activities, recreational activities, and follow assigned curriculum
• Experience in supervising children and working with a team
• Must complete all required YMCA trainings in the expected timeframe

Position Responsibilities:
• Work closely with supervisors as well as Room Lead, other site staff, parents and children
• Must be able to lift 40lbs and be able to actively participate in activities with the children when required
• Assist with program and curriculum execution, clean up, and on site assigned facility area
• Help assist in long term and weekly lesson planning
• Attend all scheduled staff meetings and trainings as assigned by the Regional Youth Development Director
• Assist with inventory and maintaining all needed equipment and supplies at assigned site
• Supervise all assigned children at assigned site ensuring each child is safe and their well-being is cared for
• Ensure children are safe while in YMCA programs
• Follow all YMCA of Lansing policies for part time employees
• Assure that all mandatory state issued executive orders are followed at each assigned site
• Work with program staff to ensure all items are being sanitized daily and that proper supplies are at each assigned site daily.

Disclaimers:
• Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
• This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
• Job descriptions and duties may be modified when deemed appropriate by management.

Salary: part-time work schedule with a max of 25-35 hours a week, $9.65 to 10.00/hr.

Include: Cover letter, resume, three references.

Contact: Jason Helman, Regional Youth Development Director, jhelman@lansingymca.org