



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## 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](mailto:jhelman@lansingymca.org)