



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING JOB POSTING

YMCA Remote Learning Child Development Center Room Lead

General Function: This position under the direction of the Program Director or Regional Youth Development Director is responsible for the supervision and well-being of a group of no more than 15 assigned children enrolled in the YMCA Remote Learning Child Development Center. The room lead 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 manage participants and staff assigned to your site
- Strong interpersonal skills
- Ability to accept supervision and guidance as well as constructive feedback
- Experience in supervising children and working with a team
- Ability to direct and oversee children in group activities, recreational activities, and follow assigned curriculum
- Must complete all required YMCA trainings in the expected timeframe

Position Responsibilities:

- Oversee and support children in an educational learning environment
- Run activities throughout the day focusing on SPARK, STEM, literacy and character development
- Work closely with the Regional Youth Development Director, Multi-Site Program Director, site staff, other branch leadership, parents and children
- Serve as the parent and site liaison and handle all program communication on behalf of the YMCA
- Must be able to lift 40lbs and be able to actively participate in activities with the children when required
- Assist with program and curriculum planning, delivery and execution, clean up, and on site assigned facility area
- 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
- Work with the Regional Youth Development Director in the creation and adherence to a site budget
- Assure the program has the highest standard of quality delivery, control, and assessment
- Make sure all licensing requirements are followed for your assigned site
- Administer all food programs in accordance with Lansing YMCA policies including YMCA HEPA standards
- Assure that all curriculum requirements are followed
- 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 35-40 hours a week, \$13/hr.

Include: Cover letter, resume, three references.

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