



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB TITLE: SITE AIDE I & II
DEPARTMENT: YOUTH DEVELOPMENT
REPORTS TO: SITE DIRECTOR
LOCATION: Salem BRANCH
STATUS: PART TIME, NON-EXEMPT
PAY RATE: I-13.25, II-13.75 RAISES ANNUALLY IN JULY

Position Summary:

To follow the planned curriculum as well as the direction of the Site Director and Multi-Site Coordinator. To supervise groups of school age children and ensure all children's individual needs are met with dignity and respect as well as their safety by following YMCA policies and procedures. To model, practice and carry out the Y core values of Caring, Honesty, Respect and Responsibility.

Entry Requirements

AIDE I

- At least 15 years of age
- Obtain hands-on Pediatric First Aid & CPR Certification
- Food Handler's Card

AIDE II

- At least 18 years of age
- Have worked at least four months in the school-age program where they are now employed
- Obtain hands-on Pediatric First Aid & CPR Certification
- Food Handler's Card

Physical/Mental Requirements

- Must be physically capable of observing and listening for stressful situations at all times.
- Must be physically capable of lifting 40 pounds.
- Must be able to quickly reach a person and/or situation to prevent harm.

Essential Functions

- Remain within sight and sound of the Site Director unless designated as an Aide II for brief necessary events, such as taking a child to the bathroom or bringing a child in for minor medical attention.
- Ensure all participants are within sight and sound of YMCA leaders.

CURRICULUM PLANNING:

- Must have a basic understanding of child development.
- Teach children self-help skills and provide opportunities for independence.

HEALTH AND SAFETY:

- Must know where all children enrolled in the program are at all times.
- Follow snack protocol and post menu.
- Care properly for program equipment and check daily for safety.
- Equipment will be organized, stored safely and easily accessible to children and staff.



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- Indoor and outdoor space is monitored daily for health and safety concerns.
- Any health and safety concerns are to be reported immediately.
- Children are in your line-of-sight, and you always have proximity control. Anticipate where you need to be and what you need to do to prevent problem situations.
- Follow all YMCA Safety protocols.

BEHAVIOR MANAGEMENT:

- Must understand the difference between discipline and punishment.
- Establish supportive relationships with children and implement developmentally appropriate techniques of behavior and group management.
- Use positive verbal and non-verbal communication with children to build trusting and stable relationships.
- Set and consistently communicate limits for acceptable behavior with logical, relevant and immediate consequences.