YWCA of Lubbock

Job Description

YWCAre Staff

Department: YW-CAre  FT/PT/Vol/Temp: PT
Salary Grade:  FLSA Status: Non-Exempt
Reports To: YW-CAre Site Director

Job Summary

Implement the YW-CAre after-school program in accordance with the philosophy, policies, and procedures of the YWCA of Lubbock.

Essential Job Responsibilities

• Adhere to the minimum standards and guidelines for Day-Care Centers
• Respond appropriately to the individual needs of program participants in regards to relationships, environment, activities, safety, health, nutrition and administration
• Treat children with dignity and respect
• Supervise children at all times --- This includes awareness of and responsibility for the ongoing activity of each child. It requires physical presence, knowledge of activity requirements and children’s needs and accountability for their care.
• Interact positively with children, parents and staff showing sincere interest and respect
• Foster developmentally appropriate independence in children
• Prepare daily for role in program operation and curriculum implementation
• Utilize open and effective communication with the program’s children, parents, school personnel, YWCA staff and other program related individuals
• Responsible for record-keeping necessary for the programs ---includes program reports and records for children, staff inventory, safety, etc.
• Responsible for the ordered arrangement, appearance, décor and learning environment of areas where care is provided
• Responsible for the facility preparation, safety, care, maintenance and clean-up
• Contribute to staff with ideas, initiative, attitude, dependability, interaction, teamwork
• Attend all staff meetings, staff training, etc.
• Adhere to scheduled work hours on site, on-time, prepared to begin work
• Assist in evaluation of program
• Perform related job duties as required.

Job Qualifications

• Learn and support the YWCA mission, vision, and policies to meet the goals of the organization without compromise, serving as a role model for the Lubbock community both in demeanor and in life-style habits.
• High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
• Able to perform each essential duty satisfactorily.
• Maintain first aid and CPR certifications
• Good analytical and problem solving skills
• Knowledge of data gathering techniques, such as library research or files analysis, to obtain technical and administrative materials for organizational use.
• Knowledge of principles and practices of organization, planning, records management, research and general administration.
• Ability to communicate effectively both verbally and in writing with staff, employees, and public.
• Ability to operate standard office equipment including but not limited to computers, typewriters, copiers, calculators, and facsimile machines.
• Ability to follow oral and written instructions.
• Perform other duties assigned.
• Present self professionally in appearance and mannerism at all times.
• Flexibility to work irregular hours from time to time, including evenings or weekends.
• Infrequent travel: 0-10 days/year.
• Pass a criminal history background check and FBI fingerprint check.
• Ability to relate well with a variety of populations.

Physical Requirements
The physical demands described here are representative, though not comprehensive, of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Regularly sit, stand, bend, crouch, stoop, walk, climb stairs, use hands and fingers, reach with hands and arms, feel, talk, hear, see, and be outside.
• Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment
The work environment characteristics described here are representative, though not comprehensive, of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.
• Noise level varies between quiet and loud.
• Pace varies between deliberate and fast.