



RACINE FAMILY YMCA JOB DESCRIPTION

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: School Age Child Care Lead Teacher
Supervisor: Youth and Family Director
Hours: 10-25 hours per week in the

Function

This position is responsible for planning, implementing and supervising daily activities at designated school site. **This is a part-time, non-exempt position.**

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Be at least 18 years of age
- Level 7 on the Registry
- Have previous experience working in licensed child care setting
- CPR/AED Certified
- Must possess good communication skills, organization, and planning skills
- Must have a reliable transportation

Job Segments

- Ensure children are properly signed in and out of program daily.
- Incorporate Character Development into SACC activities.
- Supervise other staff at SACC site
- Keep all sites in compliance with state licensing guidelines while maintaining current childcare certifications.
- Complete required paperwork and reports in a timely manner with attention to professionalism.

Effect on End Results

The effectiveness of the SACC Site Leader performance will be measured by:

- Leadership Competencies
- Job Segments
- Annual Goals
- Professionalism/Image
- Knowledge of the Y's Mission

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities, nor is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Please send Resume to: Katie Svendsen ksvendsen@ymcaracine.org