



## HEART OF THE VALLEY YMCA

### Position Description

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**POSITION:** Afterschool Team Leader - Guntersville

**EMPLOYEE NAME:** \_\_\_\_\_

#### GENERAL STATEMENT OF DUTIES:

The Afterschool Team Leader will be responsible for leading the children in the afterschool program. In addition, the Afterschool Team Leader will work with the Afterschool Education Lead to plan and implement activities for elementary age children that build upon the skills needed to be successful in school.

**REPORTABILITY:** Guntersville Site Coordinator

**STATUS:** Part-Time/Non-Exempt

**WAGE RATE:** \$9.00 - \$15/hour

**DATE OF ISSUE:** \_\_\_\_\_

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#### TYPICAL PHYSICAL DEMANDS

This position requires the individual to perform a broad range of activities and duties needing full range of motion, including manual and finger dexterity and hand and eye coordination. The position requires correct vision; speech and hearing of normal range, or special accommodations will be made of sufficient nature for completion of assigned tasks. Requires seated work at a desk, including use of a computer, and the ability to lift 30 pounds, bend, stand, and walk for extended periods of time. The position also requires working under stressful conditions or working irregular hours.

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#### TYPICAL WORKING CONDITIONS

Active work environment in YMCA after school program at the Guntersville Site.

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## **PRINCIPAL DUTIES**

- Serve as a positive role model and demonstrate professional behavior.
  - Understand positive youth development approaches to the academic and social development of youth.
  - Facilitate a program environment that invites exploration, promotes positive play, welcomes children.
  - Maintain a clean and orderly environment.
  - Provide assistance with homework and encourage academic progress.
  - Deliver purposeful and engaging program activities that are safe, fun, and age appropriate while meeting program goal objectives.
  - Monitor safety during the after school program.
  - Responsible for any other duties as assigned by the Site Coordinator.
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## **EXPERIENCE/PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities)**

- Willingness to carry out the mission of the YMCA and its programs.
  - Ability to see that all business and safety records and procedures set up by the corporation are completed accurately within the defined time schedule.
  - Ability to interpret as well as adapt and apply guidelines and procedures.
  - Ability to react calmly and effectively in emergency situations.
  - Possess computer skills.
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## **EDUCATION/EXPERIENCE/CERTIFICATIONS**

- High School Diploma or GED.
  - Must be 21 (21<sup>st</sup> CLCC compliant)
  - Some College preferred.
  - Ability to provide and receive constructive feedback.
  - Love and respect for children.
  - Evidence of efficacy and willingness to be a team player.
  - Proficient in Microsoft Word and Excel.
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## **PERSONAL QUALITIES**

- Commitment to and support of the Y mission and more specifically, the vision and goals of the Y's focus on Youth Development Initiatives.
- Outstanding communication skills.
- Exceptional organizational skills.
- Flexibility.
- Ability to build strong relationships.

- Adhere to drug free/tobacco free workplace policy.
  - Desire to work in a YMCA setting in accordance with the YMCA mission.
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I hereby acknowledge that I have read, understand and accept the above job description as a condition of my employment.

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Employee - Signature

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Date

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Employee - Print Name

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Supervisor - Signature

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Date

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Supervisor - Print Name