



# JOB DESCRIPTION

## YMCA OF METROPOLITAN LOS ANGELES

Job Title: Child Activity Center Leader  
FLSA Status: Non Exempt  
Status: Part-Time  
Competency Level: Leader

Reports To:  
Job Grade:  
Start Date:

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### POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The Child Activity Center Leader creates positive, nurturing relationships with children while building cooperative relationships with parents/caregivers and staff. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall program experience. Support children in the program and implements program curriculum focused on holistic child development. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

### MINIMUM QUALIFICATIONS

**AGE:** Eighteen years or older

**EDUCATION:** high school diploma or equivalent

**ECE/CD UNITS:** Completed semester units in CD, human services, or related fields (preferred).

**RELATED EXPERIENCE:** Previous experience working with children (infants, toddlers, preschool and/or school-age) in a group setting (preferred). Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities in a drop in care setting. Previous experience with diverse populations preferred. Ability to develop positive, authentic relationships with people from different backgrounds.

**SPECIALIZED SKILLS:** Strong character values (respect, responsibility, honesty, caring); strong communication skills; emotional maturity

**LICENSES & CERTIFICATIONS:** Current approved EMSA First Aid; Adult, Infant and Child CPR Certifications (8 hours). Completion of child abuse prevention training prior to first day in program.

### ESSENTIAL FUNCTIONS

1. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
2. Maintains close visual supervision of children present in program. Organizes environment based on ages and developmental needs of children present.
3. No child is left unsupervised or staff alone with a child at any time.
4. Help children manage behavior using a positive approach, including proactive strategies, redirection and using constructive discipline with natural and logical consequences.
5. Actively supports the YMCA is committed to inclusion and compliance with the American with Disabilities Act (ADA) where appropriate.
6. Assist with planning and implementing program activities that are culturally relevant, developmentally appropriate, consistent with the YMCA values, and established guidelines.
7. Adheres to program standards including safety and cleanliness standards, maintains program and equipment, and maintains required program records in accordance with YMCA expectations.



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8. Makes ongoing, observations of each child. Communicates with supervisor regarding child's development.
9. Cultivates positive relationships and maintains effective communication with parents/caregivers. Engages parents/caregivers as volunteers and connects them to the YMCA.
10. Attends and participates in family events, program activities, staff meetings and trainings.
11. Follows YMCA policies and procedures, including those related to medical. Restroom usage, and disciplinary situations, child abuse prevention and emergencies. Follows reporting procedures and proactively responds to situations to ensure a safe environment for all involved.
12. Understands and complies with current federal, state, local regulations, and YMCA policies and procedures at all times.
13. Maintains positive relationship with parents and other YMCA team members. Models relationship-building skills (including Listen First) in all interactions.
14. All other duties as assigned by your supervisor.

### **WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- Ability to plan, lead, and participate in activities.
- Job is performed in indoor as well as outdoor environments throughout the year.
- Job does include water-related activities.
- Ability to lift 30-35lbs

### **ACKNOWLEDGEMENT**

*This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

*The employment of all Association employees is at-will. This means that either the employee or the Association may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. This Policy of at-will employment only can be changed by an express written agreement signed by the CEO.*

*I understand that as a representative of the Association I will be expected to model the highest standards of behavior and performance in my position. In that regard, I understand and agree that I will comply with all policies and procedures that are applicable to me and/or to my job position, including, but not limited to, the Employee Handbook.*

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Employee Name (printed)

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Employee Signature

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Date