



FOR YOUTH DEVELOPMENT®  
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## YMCA JOB DESCRIPTION

Job Title: **Part Time ASES Assistant Program Leader (APL)**

Reports to: ASES Program Specialist and Child Care Director      Revision Date: 4.27.2021

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### POSITION SUMMARY:

Support the A.S.C. in caring for children and implementing the program during the school year, including: providing direction for the program and students, and implements program curriculum. Provides a quality experience to children and parents. This is a part time position that only operates during the Santa Maria Bonita School District calendar days.

### ESSENTIAL FUNCTIONS:

1. Implements daily lesson/activity plans.
2. Supervises the children, classroom, and all activities.
3. Maintains positive relationships and effective communication with all parents. Engages parents as volunteers.
4. Maintains program site and equipment.
5. Maintains required program records.
6. Attends and participates in family nights, program activities, staff meetings, and staff training and development opportunities.
7. Ensure protection of youth in YMCA programming.
8. Communicates effectively and create and maintains positive relationships with all YMCA and Santa Maria Bonita School District staff including principal, teachers and other faculty.
9. Actively walk-through facility/program engaging with members/participants, keeping vigilant for potential health and/or safety risks, and clean/disinfect and put away equipment/supplies
10. Adheres to program standards including safety and cleanliness standards. Follows CDC, State and County Department of Health standards, procedures and recommendations around health screening, cleaning, and sanitation

### QUALIFICATIONS:

1. High school graduate or higher
2. At least 18 years of age
3. Child Abuse prevention training
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
7. Pass all parts of mandatory district test as a condition of employment.

8. Must pass background check upon hire.

**PHYSICAL DEMANDS**

- Ability to plan, lead and participate in activities.
- Must be able to lift up to 40 pounds and stand for a minimum of 4 hours.