



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF METROPOLITAN MILWAUKEE JOB DESCRIPTION – AFTER SCHOOL ASSISTANT GROUP LEADER

**Job Title:** Assistant After School Leader

**FLSA Status:** Hourly

**Status:** Temporary Part time

**Reports to:** School Age Education Director

**Job Grade:**

**Department:** Youth Development

**Revision Date:** 10/2022

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### POSITION SUMMARY:

Under the leadership of the School Age Education Supervisor, and in accordance with Association policies, the Assistant Group Leader will provide assistance in the After School program at Hamilton School District Elementary Schools: Lannon, Maple Ave., Marcy, Woodside.

### Wage:

\$15.00/hour

### Schedule:

Week Days, 3:15-6:00 pm

### OUR CULTURE:

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Assist in the supervision of the school age participants to ensure appropriate development occurs in a fun, healthy and safe environment
2. Interact with youth through implementation of program components including tutoring, physical activities and group discussions
3. Develop and maintain positive relationships with children, parents, school personnel
4. Responsible for adherence to all policies and procedures related to safety and conduct rules and other regulations
5. Be a role model to our participants by demonstrating an appreciation for diversity and promote a culture of inclusivity within a learning environment
6. Embody the four core values of the Y (caring, honesty, respect and responsibility) with a dedication to strengthening the foundations of the local community

### Job Description: ASSISTANT AFTER SCHOOL GROUP LEADER

*The YMCA of Metropolitan Milwaukee is committed to equity and inclusion by ensuring that all members of our community have the opportunity to learn, grow and thrive. We celebrate diversity and effectively engage, connect and advocate for our staff, members, and volunteers which will position us to respond and remain relevant to issues impacting our communities. The YMCA of Metropolitan Milwaukee is an equal opportunity employer and welcomes a diverse workforce.*



8. Be committed to the YMCA of Metropolitan Milwaukee's Child Abuse/Neglect Prevention efforts as a mandatory reporter.

**QUALIFICATIONS:**

1. Embody the four core values of the Y (caring, honest, respect, responsibility)
2. Must be at least 17 years of age and in favorable school standing in the areas of grades, attendance and behavior.
3. Required Trainings: Provided by the YMCA
  - a. CPR-Pro, AED, and First Aid Certification is required (if not present, must be obtained within 3 months).
  - b. Shaken Baby Syndrome and SIDS is required (must be obtained prior to working in the classroom).
4. Must complete fingerprinting requirement prior to working first shift with children

**SKILLS and ABILITIES:**

1. Must exhibit joy and satisfaction, and have a passion for working with children
2. Consistently demonstrate a set of strong professional skills including interpersonal communication, time management, punctuality, initiative, and flexibility
3. The incumbent will exhibit the core values of caring, honesty, respect and responsibility in all aspects of their work within the YMCA

**SUPERVISORY RESPONSIBILITIES:**

Supervise children under the guidance of a YMCA staff

**APPLY ONLINE:**                    <http://apply.ymcamke.org>