



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PRESCHOOL AIDE JOB DESCRIPTION

Job Title: **Preschool Aide**

FLSA Status: non-exempt

Status: P/T

Reports to: Child Care Director

Department: Child Care

Revision Date: July 2024

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### POSITION SUMMARY:

The position supports the work of the Y, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility. The primary role will be to supervise and enrich the school age children in the child care program.

### ESSENTIAL FUNCTIONS:

- Maintain a strong group control of an age specific group of 10-14 children.
- Assist with set up and implement daily activities based on weekly themes provided.
- Perform indoor and outdoor activities.
- Engages with children during activities.
- Adhere to licensing and program standards including safety and cleanliness.
- Maintains thorough knowledge of licensing standards and maintains compliance at all times.
- Lead and implement chants, songs, cheers, and attention grabbers.
- Maintains space and all supplies and equipment.
- Supervise children and provide for their safety while in the classroom, pool, playground, and field trips.
- Perform all other duties as assigned.

### YMCA LEADERSHIP COMPETENCIES:

***Mission Advancement:*** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

***Collaboration:*** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

***Operational Effectiveness:*** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for members.

***Personal Growth:*** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge.

**QUALIFICATIONS:**

- Must be at least 16 years old.
- Must complete all required trainings.
- Able to work 2:30-6 shifts Monday-Friday during school season and all day when school is out.
- Knowledge of Day Care Licensing Standards preferred.
- First Aid/CPR certification required within 30 days.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
2. Ability to walk, stand, and sit (including on the floor) for long periods of time.
3. Exposure to bodily fluids.
4. Must be able to lift and/or assist children up to 50 pounds in weight.
5. Must be able to lift and carry food and supplies weighing up to 20 pounds.
6. Ability to stand or sit while maintaining alertness for several hours at a time.
7. Position may require bending, leaning, kneeling, and walking.
8. Ability to speak concisely and effectively communicate.
9. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
10. Ability to view/enter data for long periods of time.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_