



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **BILLINGS FAMILY YMCA JOB DESCRIPTION**

Job Title: **Preschool Aide**

FLSA Status: Part time, Non-exempt

Revision Date: February 17, 2014

Reports to: Preschool Teacher

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**POSITION SUMMARY:** Provides direct supervision of a group of children in Preschool. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

### **ESSENTIAL FUNCTIONS:**

- Supervises a group of children.
- Assists classroom teacher in planning and implementing program activities that are culturally relevant, developmentally appropriate and consistent with YMCA core values.
- Adheres to program standards including safety and cleanliness standards.
- Attends and participates in program activities that are outside of assigned shift.
- Represents the YMCA at community events that involve children activities as assigned.
- Be flexible to attend required Family Nights, Meetings, and trainings.
- Completes Seer Survey Goals specific to department.

### **CORE COMPETENCIES (ALL STAFF):**

#### **CUSTOMER SERVICE**

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist all members, potential members, program participants and volunteers in a courteous, professional and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.
- Work daily to develop personal and meaningful relationships with members, volunteers, donors and others. Strive to understand individual's goals and interests to enrich their YMCA experience by introducing them to new programs, staff, members and volunteer activities.
- Actively listen, reflect and respond to member questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.
- Embrace new approaches and discover ideas to create a better member experience.

#### **MISSION ADVANCEMENT**

- A willingness to commit to the mission of the YMCA. Demonstrate a desire to serve others and fulfill community needs.
- Is familiar with and able to articulate the mission statement, areas of focus and core values of the YMCA with people of all ages and backgrounds. Models the core values of caring, honesty, respect and responsibility while working and communicating with

members, program participants, volunteers and other staff members.

- Be knowledgeable and supportive of the YMCA annual support campaign.
- Be informed about volunteer opportunities.
- Speak enthusiastically on behalf of the YMCA publicly and at given opportunities.

## **TEAMWORK**

- Ability to establish and maintain harmonious relationships with staff members in all departments.
- Seeks every opportunity to encourage, motivate and thank fellow staff members for their work. Completes S.T.A.R. slips to thank and recognize a job well done by others.
- Be knowledgeable about YMCA programs. This includes being familiar with all current program guide information, upcoming events and other special activities.
- Keeps up to date all internal communication.

## **OPERATIONAL EFFECTIVENESS/SAFETY**

- Be dressed in appropriate attire and wear nametag at all times. Consistently perform duties in a safe and conscientious manner.
- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Complete Maintenance Request forms as needed. Report safety issues to the appropriate supervisor.
- Attend and remain current on all mandatory trainings and staff meetings.

## **QUALIFICATIONS:**

1. High school graduate or equivalent; one year or more of college preferred.
2. Previous experience working with children preferably in a preschool setting.
3. Experience preferred in one or more of the following areas: preschool classroom, songs/music, skits, sports, aquatics, recreational games, and working with large groups.
4. At least 18 years of age
5. CPR, First Aid, AED certifications required before higher and Child Abuse Prevention training within 30 days of hire date.
6. Previous experience with diverse populations preferred.

## **PHYSICAL DEMANDS:**

1. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
2. Ability to perform all physical aspects of the position; including walking, standing, bending, kneeling, leaning, reaching and lifting.
3. Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
4. Ability to thrive in a fast paced environment with the unique challenges of a non-profit community service organization.
5. Ability to interact with a diversity of people and various levels of personnel using sound judgment on ambiguous issues.
6. Ability to handle multiple tasks simultaneously.

**This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Directors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_