



YMCA of Kern County

Job Description

Job Title: Aide
Reports To: Teachers or Site Director

Requirements: 18 years old or older
Six Child Development Units
Some previous experience in leading children in activities

Preferred: Current First Aid/CPR certification
Some Physical Education Units (up to three may be used in lieu of Child Dev)

Principal Activities: Responsibilities include assisting Teachers and Site Director with daily activities and providing supervision of children as well as some snack preparation and site cleanliness.

Duties:

1. Maintain current certifications and training, i.e. First Aid /CPR, Child Abuse Prevention, etc.
2. Assist Teachers in activities, games, crafts and sports.
3. Communicate regularly with teachers and site director regarding discipline and behavior of children.
4. Maintain the cleanliness of facilities and bathrooms including light sweeping, mopping, wiping of horizontal surfaces and straightening cubbys.
5. Set-up and supervise snacks.
6. Ensure the children are in a safe environment at all times.
7. Be on time for all scheduled shifts.
8. Participate in staff meetings, as needed.
9. Complete all incident and accident reports immediately and directly communicate with parents.
10. Fill out and submit time sheets bi-weekly.
11. Stay current with YMCA Child Care Policies by reading and signing appropriate memoranda.
12. Other duties as may be required in support of YMCA Child Care.