



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Stay and Play Lead**

Leadership Level: Leader

Status: Hourly F/T

Reports to: Youth & Family Coordinator

Pay Range: \$16/hr

FLSA Status: Exempt

Department: Youth Development

Revision Date: 4/2024

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility. Under the direction and supervision of the Youth & Family Coordinator, the lead staff will assist in planning, developing, and implementing curriculum, program activities and policies for Stay and Play.

ESSENTIAL FUNCTIONS:

- Promotes a professional work environment through character development by modeling the values of caring, honesty, respect, and responsibility.
- Provides leadership and supervision to Stay and Play, including but not limited to staff supervision, daily checklists, parent communication, and child discipline.
- Engages with children while keeping supervision of group. Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
- Cultivates positive relationships with parents and helps connect them to the YMCA.
- Assists in developing and maintaining a positive childcare staff team, working toward the same goals, with a vision of offering high-quality, high-value programs for participants.
- Ensures that YMCA program standards are met and safety procedures are followed in the program area.
- Maintains required information during check-in and check-out process.
- Provides upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living and an inviting environment.
- Works with the Youth & Family Coordinator to respond to all parent and community inquiries and complaints promptly and professionally.
- Attends and participates in mandatory monthly staff meetings, as well as staff trainings.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- At least 21 years of age.
- Experience working with children ages 6 weeks to 12 years highly preferred.
- Ability to plan, organize, and implement age- and developmentally-appropriate activities within the Stay and Play area.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).
- Requirements within 30 days of hire include completion of YMCA Leader Certification; Child Abuse Prevention; CPR; First Aid; AED; Bloodborne Pathogens.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- The employee must possess sufficient strength, agility, and mobility to perform essential functions of position and to safely supervise children’s activities, including standing and sitting (including on the floor) for periods of time, reaching and moving around the work environment, and occasionally lifting/moving up to 10 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Date