

Volunteer Name: \_\_\_\_\_



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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Northern Utah After School Volunteer Job Description

**POSITION TITLE:** After School Volunteer    **JOB CODE:** Volunteer    **REPORTS TO:** Site Coordinator

### ENTRY LEVEL REQUIREMENTS:

- Education Requirements: High school diploma or at least 18 years of age.
- Previous Work Experience: Previous college classes in recreation, social work, health, pre-med, education or related field, or experience working with school aged youth.
- Certification Requirements: Child Abuse Prevention Training– within 30 days of employment.
- Must be able to pass a background check with fingerprinting prior to or within 10 days of hire.
- Verbal and written Spanish skills a plus.
- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.

### GENERAL FUNCTION

Under the guidance of the Site Coordinator, the After School Volunteer is responsible for assisting program staff with the implementation of a wide variety of quality programs and activities for youth in the afterschool setting that are aimed at raising their academic, social, emotional, and physical well-being. Along with program leaders, this group of individuals performs and interacts with the youth in every aspect of their afterschool experience.

### LEADERSHIP COMPETENCIES

#### Cause Driven Leader Level: Team Leader

Values - Strengthens the Y's culture by demonstrating the values of the Y - honesty, caring, respect, and responsibility - in every aspect of work.

Community - Demonstrates a desire to serve others and fulfill community needs.

Relationships - Builds rapport and relates well to others.

Develop Self and Others - Demonstrates teamwork and personal accountability, seeking and providing feedback, coaching, and resources for development.

Quality Results - Strive to meet or exceed goals and deliver a high-value experience for members.

Change Capacity - Demonstrates and openness to change, and seeks opportunities in the change process.

Inspire Others - Promotes creativity, generates excitement, and rewards risk taking, while consistently demonstrating a high level of emotional maturity, maintaining a positive attitude and building strong relationships.

### PRINCIPAL ACTIVITIES:

#### Program Management (60%)

- Work at your program site according to your schedule provided, on time and with a positive attitude.

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- Help to provide a welcoming environment for participants and help them understand the set program expectations including Y rules and Y values (aligned with school expectations).
- Assist in daily functions such as playground supervision, preparation and serving snacks/meals and homework help.
- Facilitate smooth transitions and ensure productive group time.
- Help maintain a clean and organized work environment at all times.
- Assist in providing direct supervision to a group of youth.
- Ensures youth are never left alone without supervision.
- Help implement an incentive program to encourage program participant's positive behavior.
- Manage daily groups in completing activities and assist with daily paperwork requirements such as marking attendance rolls, preparing and implementing curriculum, completing snacks/meals paperwork, tracking homework assignments, behavior and clubs.
- Report all incidents, major behavior issues, illnesses, parent or teacher concerns or other participant concerns to Site Coordinator.
- Check personal email regularly for information from the YMCA office.
- Represent the Y in a professional manner to include wearing Y shirts and ID badges.
- Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.

Results and Metrics (5%)

- Assist Site Coordinator in maintaining appropriate student and family records (attendance, meals, homework, clubs, incident logs, behavior reports, progress reports, etc.)
- Sign in and out on volunteer log each day.

Community Development and Relationships (5%)

- Build and maintain relationships with facility/school personnel, YMCA staff, youth, families and community partners.
- Professionally communicate as needed confidential and evaluative information with Site Coordinators

Emotional Maturity (5%)

- Communicate to supervisor immediately regarding volunteer issues and concerning school, sickness, time-off request, job duties, not feeling equal, and complaints.
- Display and honor the YMCA values of CARING, HONESTY, RESPECT, and RESPONSIBILITY at all times.
- Strive to be a positive role model for students.

Volunteer Development (5%)

- Discuss any volunteer concerns with Site Coordinator.

Risk Management (10%)

- Ensure the safety and well-being of all participants.
- Follows Best Practices for H.E.P.A. compliance.
- Understands and follows state and licensing standards.
- Be knowledgeable and practice emergency preparedness with youth.

Marketing & Communications (5%)

- Assist Site Coordinator in the recruitment and retention of participants.

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**COMMENTS:**

All child care positions and volunteers are subject to licensing standards established by the Department of Child Care Licensing. Entry requirements for volunteers listed above are based upon current YMCA interpretation of such standards, are not inclusive, and are subject to change.

**WORKING CONDITIONS:**

- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Exposure to communicable diseases and bodily fluids.
- Must be able to lift and/or assist children up to 50 pounds in weight.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

**NOTE:**

The statements are intended to describe the general nature and level of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required by all incumbents. Incumbents may perform other duties as assigned. In addition to the above, all YMCA of Northern Utah volunteers are expected to:

- Provide customers with the highest quality service.
- Promote teamwork and cooperative effort.
- Maintain a clean, safe work area, practice good safety habits.
- Demonstrate the YMCA Character Values of: Caring, Honesty, Respect and Responsibility.

**EFFECT ON END RESULTS**

Program participants are prepared to successfully contribute to the elementary school environment. Volunteer has created/maintained a mutually respectful program that allows for all youth to be successful as well as allowed the partnership with school to thrive.

This position is responsible to carry out the mission and values of the YMCA in Utah.

I have read and understand this job description.

\_\_\_\_\_  
Volunteer Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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