



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

## **THE FAMILY YMCA- JOB DESCRIPTION**

Job Title: **Instructional Assistant-Day Reporting Program**

Schedule: 9am – 3pm M-F

Job Type: Temporary

Job Code:

FLSA Status: Non-Exempt

Pay Range: \$11 – 13/hr DOE

Reports to: EYTC Director

Revision Date: August 2015

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### **POSITION SUMMARY:**

The Instructional Assistant (IA) in the Day Reporting Program is divided between an educational component and a life skills component. Individual must be able to pass a background check and have a valid New Mexico driver's license. The Instructional Aide will ensure that the program is delivered within the Y's core values and areas of focus. Also responsible for high-quality customer service, which includes, but is not limited to, meeting the internal and external customer needs; presenting a positive attitude towards the YMCA, its staff, and its programs. The term for this position ends December 31, 2015 and maybe be renewed provided funding continues.

### **ESSENTIAL FUNCTIONS & JOB DUTIES:**

#### **GENERAL JOB FUNCTIONS:**

##### **Educational Component:**

1. Take direction from the day reporting teacher to facilitate instructional activities.
2. Assist the teacher with lesson materials, exhibits, equipment and demonstrations.
3. Tutor and assist students individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by the teacher.
4. Assist in the supervision of the students.
5. Enforce day reporting rules and guidelines.
6. Provide assistance to students with special needs.
7. Assist the teacher to develop, produce and maintain student files and other required documentation.
8. Assist daily to maintain a clean and safe classroom area.
9. All other duties as assigned by teacher or Española YMCA Teen Center Director.

##### **Life Skills Component:**

1. Act as the team leader for all life skills activities to include, but not limited to recreation, community service, computer skills, art, community events, field trips, cooking class.
2. Identify and secure access to local community based agencies for the provision of instruction in such areas a substance abuse prevention, anger management, parenting, educational presentations, health, dental health etc.
3. When appropriate secure behavioral health services in the areas of individual, group or family counseling.
4. Develop a schedule of weekly activities. Said schedule must be reviewed and approved by the Española YMCA Teen Center Director at least three (3) days prior to initial activity taking place.
5. Insure that all youth are being supervised at all times.
6. Enforce day reporting rules and guidelines.
7. Develop, produce and maintain student files and other required documentation.
8. All other duties as assigned by the Española YMCA Teen Center Director

**RESPONSIBILITIES WHEN INTERACTING WITH YOUTH MEMBERS:**

- Consistently demonstrate positive interaction with all Day Reporting participants; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect; firmly and consistently enforce the rules
- Ensure that Day Reporting youth and EYTC youth are respectful of YMCA property; ensure all rules are followed while at any other event location
- Express clear expectations and hold youth accountable for adhering to them
- Help youth participants to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

**RESPONSIBILITIES WHEN INTERACTING WITH PARENTS/GUARDIANS:**

- Introduce yourself to parents and communicate with them regularly regarding program information
- Encourage parents to participate or volunteer in special events
- Express appreciation for their interest in their child(s) participation in the program

**JOB QUALIFICATIONS:****EDUCATION:**

- At minimum- High School Diploma and have proven experience working with at-risk youth with social and emotional challenges
- Must be at least 21 years of age

**KNOWLEDGE/EXPERIENCE:**

Must have the ability to demonstrate and/or develop competency in the following areas:

- Experience working with teens ages 12-19 highly desired
- Supervising teens and presenting positive role modeling through all interactions with program participants
- Flexibility, patience, and equanimity
- Strong group-work skills and the ability to delegate effectively
- To keep confidences, loyalties and practice professionalism
- Be reliable and dependable
- Must have excellent written and oral communication skills to meet with the public, youth and volunteers, and to interact with YMCA personnel
- Have a valid license, current insurance, and a clean driving record; able to pass a defensive driving course
- Exercise mature judgment and sound decision making
- Learn, follow and enforce local Y and national guidelines related to internal policies
- Pass a criminal background investigation
- First Aid and CPR certification (required to obtain after hire)

**PHYSICAL DEMANDS:**

- Drug Free as outlined in the Y's Substance/Alcohol Abuse and Testing Policy
- Lift 35 pounds using proper technique
- Must have the ability to work in an occasionally stressful and high anxiety environment with high risk teens
- Must have adequate vision to effectively review documents in varied formats i.e. paper and digital
- Must have adequate hearing to respond to members and interact with the public
- Must be able to work in an environment with high activity and moderate to loud noise level
- Currently have excellent health and be free of communicable diseases

**PROFESSIONAL EXPECTATIONS:**

The IA will present a competent and positive image of the EYTC and The Family YMCA through the professional and safe deliverable of goals of the Day Reporting Program quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the IA will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y’s values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

**JOB DESCRIPTION REVIEWED AND UNDERSTOOD:**

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_