The Family Y

 Job Description

**Job Title**: Enrichment Specialist **Date:** December 2021

**Reports To**: Area Coordinator **Employee Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Summary:

The Enrichment Specialist must enjoy working with elementary and middle school aged children (Pre-K thru 8th). They are responsible for implementing *specialized instruction\** in one or more of the following key areas: academic support, physical activity, STEAM, and social-emotional learning. The Enrichment Specialist shall be responsible for ensuring the safety of all children in the program, interacting with children and their families, working independently as well as with a team, and creating an enriching, fun, and safe environment regardless of race, gender and/or ethnicity. The candidate must have a positive attitude and serve as a role model to participants in the program. This position is ideal for someone who is looking to work a few hours in the afternoon and summer. The ideal candidate is creative, child oriented, responsible, and dedicated.

\**examples include:* *Dance, Yoga, Sports, Karate, Gaming, Fitness Instruction, Creative Arts, Environmental Science, Photography, STEAM, Music and Drama, Mentorship, and more.*

**Status: Part-Time Hourly $15+ Supervision Exercised:** Children in Program

**Typical Physical Demands**: Requires, but is not limited to: Full range of body motion: aerobic endurance; lifting up to 50lbs and corrected vision and hearing to normal range. Ability to run up to 100 yards (in case of an emergency)

**Typical Working Conditions:** Work is performed in a school and gym setting with indoor and outdoor activities

**Job Segments:**

* Actively engages with children during all aspects of the program ensuring children are never left unsupervised for any amount of time
* Leads and is responsible for small group of children (15 or less).
* Implements prescribed daily plan of student activities.
* Immediately advises Site Director/ Area Coordinator of any child /parent/staff issues and documents that are required.
* Maintains open communication with children families, and school administration and refers all questions about the overall site (rules and regulation) to the SD.
* Holds children accountable to guidelines of Prime Time and school.
* Ensures that agreements between the Family Y Prime Time Program, Board of Education, and school principal are followed, i.e., use of school equipment.
* Attends Prime Time/ Child Care Staff meetings training, and any mandatory meetings for staff.
* Certified and current at all times in CPR, First-aid, and Fire Safety.
* Successfully completes a minimum of 10 hours DHS training annually
* Preforms other duties as assigned by the SD, Area Coordinator, or Vice President youth development

**Performance Requirements:**

* Communicate effectively both orally and in writing
* Exercise mature judgment and sound decision making
* Ability to lead or participate in 30+ minutes of activities
* Consistently demonstrate positive communication: teach and redirect rather than scolding or reprimanding children
* Consistently demonstrate and reinforce the values of caring, faith, honesty, respect, responsibility
* Introduce yourself to parents and learn their names being sure to address them by name when greeting during drop off or pick up times
* Encourage parents to participate or volunteer in special events or in activities in the Prime Time program
* Employee must be present at the school and be alert and engaged.
* Reliable transportation

**Education/Experience:**

* Must be 18-years-old or older
* Minimum of High School Education or General Equivalent Diploma; formal training in early education, child development, or specific related subject matter preferred
* Be able to practice professionalism, displaying confidentiality while learning, following, and enforcing, local Y and national guidelines related to internal policy
* Experience in working with school aged children or youth programs

**Personal Qualities**

* Ability to communicate and promote the family Y mission, goals and objectives to employees, volunteers, members and the community
* Acts as a role model for character development on and off the job
* Self-motivator, has high energy
* Be a team player understanding the operation of the Prime Time site and the role of each staff person Understand the effect of actions from individuals on the Prime Time Site, the branch and/or Family Y association as a whole
* Demonstrates an openness to change and seeks opportunities to grow

**Diversity & Inclusion:** The Y is made up of people of all ages and from every walk of life working side by side to strengthen communities. Together, we work to ensure everyone, regardless of gender, income, faith, sexual orientation, or cultural background, has the opportunity to live life to its fullest. We share the values of caring, honesty, respect, and responsibility - everything we do stems from it.

* **WE ARE A DRUGFREE WORKPLACE**

**I HAVE READ, UNDERSTAND, AND ACCEPT THE ABOVE JOB DESCRIPTION AS A CONDITION OF MY EMPLOYMENT**

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Employee Name Date Supervisor Name Date