



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

Job Title: Out of School Time (OST) Site Specialist for our Before and After School Program

Pay Rate: \$17.00 - \$19.00 per hour

Program Hours: Monday-Friday, Morning 6:30am-9am, Afternoon 3:15pm-6pm

POSITION SUMMARY:

The YMCA of Greater Kalamazoo offers a before and after school program called Prime Time at several area elementary schools in both Portage and Kalamazoo. OST Site Specialists will work with front-line staff and the OST team to create a high-quality program at a designated OST site. Staff will provide overall program guidance and direct supervision to children while modeling our core values of integrity, collaboration, diversity, and health.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Availability during all hours of operation; M-F 6:30am-9:00am and 3:15pm-6:00pm.
2. Provide daily direction and oversight of assigned program site to ensure program runs smoothly and efficiently each day
3. Develop and help facilitate educational and engaging activities for children ages K-5th grade
4. Develop and demonstrate knowledge of childcare licensing requirements
5. Ensure program records are complete and kept confidential as required
6. Develop relationships with staff, students, and families to ensure open communication is maintained throughout the school year.
7. Commit to expanding your skills and knowledge with required and recommended trainings
8. Follow all guidelines related to the CACFP including acquiring snack, posting menus, and completing snack records and other paperwork as needed.
9. Remain current in CPR and First Aid to be able to appropriately handle emergency situations
10. As required by Michigan law, report any suspected incidence of child abuse to the Association OST Director and Children's Protective Services (appropriate legal authority).

The Y: We're for youth development, healthy living, and social responsibility.

Updated 8/15/2023



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QUALIFICATIONS:

1. Must be at least 19 years of age.
2. High school diploma, GED, or equivalent.
3. Education and experience equivalent to one of the following options or willingness to obtain:
 - a. A minimum of 6 semester hours in child-related field and 2,880 hours of experience.
 - b. Sixty semester hours with 12 hours in child-related field and 720 hours of experience.
 - c. Associates degree in child-related field and 480 hours of experience
 - d. Bachelor's degree or higher in child-related field.
4. Must be able to pass comprehensive background check.
5. Current First Aid and CPR certifications.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to participate in activities with children
- Daily cleaning to maintain a safe and healthy space
- Proof of negative TB test