

JOB TITLE: SAC Site Assistant
SUPERVISOR: Child Care Director
LOCATION: Southern Boone
DEPARTMENT: Child Care
STATUS: Hourly, Non-Exempt
GRADE: 2

January 2025

General Function

Under the general direction of the Child Care Director, the SAC Site Assistant will aid the Child Care Director with implementing Y-Club or Summer Camp on a daily basis. He/she must perform all duties in a safe and prudent manner. At the Southern Boone Area YMCA, we value the following attributes of personal character and ethical behavior and believe they are essential to attaining our mission; caring, honesty, respect, responsibility.

Know How

The SAC Site Assistant must be 18 years of age. He/she must be sensitive, mature and motivated to work with children and adults. Previous childcare experience preferred. Must submit a current physical and TB test and clear a criminal background check.

Job Segments

1. Facilitate and guide the teaching of caring, honesty, respect and responsibility in our YMCA.
2. Assist Child Care Director with planning and implementation of the daily program.
3. Meet all state licensing rules and regulations.
4. Attend 12 clock hours of training during the school year.
5. Help with general housekeeping tasks.
6. Document attendance and discipline problems.
7. Supervise children in all activity areas.
8. Maintain positive relationships with children and parents.
9. Report to work on time and maintain accurate hourly records of work time.
10. Participate with children in special activities.
11. Attend monthly staff meetings.
12. Adhere to policies related to boundaries with consumers.
13. Attend any required abuse risk management training.
14. Adhere to procedures related to managing high-risk activities and supervising consumers.
15. Report suspicious or inappropriate behaviors and policy violations.
16. Follow mandated abuse reporting requirements.
17. As is possible during shift, ensure unused rooms and closets remain locked and routinely monitor high-risk locations (locker-rooms and bathrooms), etc.
18. Perform other duties as may be assigned.