



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NEWPORT COUNTY YMCA JOB DESCRIPTION

Job Title: Out of School Time (OST) Staff  
Department: 13  
Reports To: Out of School Time (OST) Director  
Oversees: Out of School Time (OST) Program

FLSA Status: Non-Exempt  
Updated: 3/24/17

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### POSITION SUMMARY:

Under the direction of the OST Site Coordinator, the OST staff is responsible for on-site curriculum implementation, working directly with school aged children in an Out of School Time program. The ideal candidate must enjoy working with children, be a team player, be dependable, and possess knowledge of positive behavior management techniques. Must be able to maintain effective communication and positive relationships with school staff, parents, coworkers, and participants. Must be willing to take direction from the Site Coordinator. Responsible for the organization and delivery of a high quality off-site after school program. As a member of the Newport County YMCA staff, must work to ensure that the Newport County YMCA's mission is carried out.

### ESSENTIAL DUTIES:

- Provides academic support for participants.
- Assists the Site Coordinator in preparation and implementation of daily, weekly, and monthly curriculum that meets state and national out of school standards.
- Assists the Site Coordinator in creating a welcoming, safe environment, within the limitations of space, which both nurtures and enriches.
- Responsible for set up and clean up of activities and site.
- Complies with DCYF and HEPA regulations and Bright Stars standards.
- Maintains effective communication and positive working relationships with school administration, staff, parents, Site Coordinator, OST Coordinator, and OST Director.
- Completes and Individual Professional Development Plan (IPDP) each school year.
- Completes twenty hours of approved professional development each school year.
- Provides participants with necessary supplies and equipment for each planned activity.
- Engages with families informally each day, building positive relationships, and striving to meet the diverse needs of each child.
- Uses positive techniques for behavioral guidance.
- Confers directly with support staff, families, school staff, and OST Director regarding behavior issues or learning issues, with the goal of implementing any necessary corrective plans.
- Attends staff meetings and trainings as required within necessary time periods.
- Arranges medical attention for ill or injured children in accordance with safety regulations.
- Leads daily program activities.
- Ensures that safety measures are always followed and that the safety of each participant is the top priority.
- Provides consistent and immediate communication to the Site Coordinator, Program Coordinator, and OST Director, reporting important site related matters in a timely matter.
- Maintains confidentiality of personal information related to program participants.
- Supports and participates in the YMCA Community Support Campaign and volunteer assignments as needed. Consistently acts as a YMCA representative, carrying out its mission at all times.

**QUALIFICATIONS:**

- Must be 18 years or older.
- Must have a high school diploma.
- Must have reliable transportation.
- Must possess maturity and excellent decision-making skills.
- Must be able and willing to consistently demonstrate the core values of the YMCA: Respect, Responsibility, Caring, and Honesty.
- Must be dependable and punctual.
- Must have previous experience working in youth development field.
- Must have strong verbal communication skills.
- Must have very strong interpersonal skills, with the ability to relate effectively and professionally to diverse groups of people from all social and economic segments of the community.
- Must have strong customer service skills.
- Must be willing to physically participate in activities with children.
- Must complete Child Abuse Prevention, OSHA training, and YMCA orientation within 30 days of hire, and CPR/First-Aid/AED training within ninety days.
- Must be willing to act as a positive community role model and work to ensure that the mission of the Newport County YMCA is carried out.
- Must have the ability to accept constructive criticism, to engage in self-reflection, and to effectively use feedback to improve job performance.
- Must have enthusiasm, sense of humor, patience, creativity, self-control, good character, judgement, integrity, maturity, flexibility, and adaptability.

**PHYSICAL DEMANDS:**

This position requires the ability to lead and participate in a range of activities, in a variety of indoor/outdoor settings. The ability to lift 40lbs. is required. The abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**YMCA COMPETENCIES:**

*Mission Advancement:* Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

*Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Operational Effectiveness:* Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

*Personal Growth:* Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**ADDITIONAL COMPENSATION DETAILS:**

Salary commensurate with education, experience, knowledge, and skill set.

My signature below indicates my acceptance of the job responsibilities and duties as stated above.

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Employee Signature

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YMCA Supervisor

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Name Printed

\_\_\_\_\_  
Name Printed

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Date

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Date