



YMCA of Orange

Title: ASES Program Leader

FLSA: Non-Exempt/PT

Salary: \$10.00-\$12.00 per hour

For over 90 years, the YMCA of Orange has served a unique role in Orange, Anaheim Hills, El Modena, and Villa Park. Focusing on enhancing the quality of life in the community, the YMCA provides opportunities for children, youth and families to join life-changing programs such as day camp, youth sports, extended day programs, summer camps, and resident camp. If you are a passionate and committed leader interested in joining a cause-driven organization committed to building community and professional development, the YMCA of Orange is the place to be. We look forward to receiving your cover letter and resume.

General Function

The YMCA of Orange collaborates with Orange public schools to provide After School Enrichment programs supported by the Orange Unified School District's Special Programs Department. The programs include three primary components: Academics, Academic Enrichment and Recreation. The After-school program operates from the time school ends to 6:00 PM, Monday through Friday, not including school holidays and Orange Unified School District furlough days. The goals of the program are to improve literacy skill levels and academic performance, and to strengthen social skills in youth.

Know How

Individual must demonstrate excellent organizational, relationship building and communication skills. Must have the ability to interpret YMCA program philosophy and relate them to participants in a positive manner. Exercises mature judgment and sound decision making.

Entry Requirements

1. Minimum 18 years of age
2. Current YMCA approved First Aid certification.
3. Current YMCA approved CPR certification.
4. Experience working in a school and/or agency setting.
5. Meet Education requirements
(minimum requirement AA degree or Junior University status- 55 units)
6. Work effectively with diverse district/school staff, parents, and community members.
7. Able to implement a positive learning environment, incorporating academics, enrichment and recreation.
8. Fingerprint and TB test clearance.
9. Strong writing and communication skills
10. Bilingual (Spanish) recommended



Working Environment/Minimum Physical Requirement

You must have the physical, visual and auditory ability to perform the essential functions of the job with or without reasonable accommodations. Position may require, sitting, bending, leaning and kneeling on an occasional basis. May be required to lift up to 40 pounds in order to perform essential functions.

All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Association Office human resources department prior to beginning the first day of work. Employees may be rechecked every two years.

This position may require light physical activity such as filing, participating alongside youth activities such as hiking. May require light lifting, stooping, crouching or bending periodically.

Essential Function

1. Communication

- Develop and maintain a high level of communication and positive relationships with principal, teachers, office staff, lunch clerks, custodians, and after school staff.
- Develop and maintain positive parent relations.
 - Provide program orientation, encourage involvement, and maintain monthly contact.
 - Respond promptly and courteously to parent concerns and/or complaints. Immediately notify School Site Administrator, and the ASES Site Directors parent concerns and/or complaints.
 - Communicate with parents/guardians regarding student progress and performance.
- Meet at least bi-monthly with the ASES Site Director to coordinate program design, discuss evaluation processes and outreach efforts, and address any other issues.
- Work closely with ASES Director to:
 - Identify students and aid with student outreach for the After School Learning Program.
 - Align activities with the regular school day.
 - Conduct assessments and surveys.
 - Implement evaluation tools.

2. Development and Implementation

- Manage day-to-day operations of the program you are assigned.
- Wear YMCA assigned staff shirt/sweatshirt and safety badge at all times with appropriate attire (refer to Dress Code Policy)
- Assure safety and supervision of children at all times, with a 20:1 ratio of adults to children.
- Assure classrooms and other shared school space is well maintained and left as found.
- Implement academic, recreational and academic enrichment activities.
- Assure accurate distribution and accounting of snacks.
- Submit daily student attendance.



Effects on End Results

This position has a significant impact on the effectiveness with which the YMCA accomplishes its goals and objectives in services to the community. The incumbent has an impact on the community's understanding of the YMCA movement.

1. School community and Special Programs Department of OUSD are enthusiastic about the YMC of Orange role in the school's ASES Program.
2. Youth programming successfully meets youth development criteria for quality programs.

*Please no phone inquiries regarding this position. Submit cover letter and resume to:

Jane Avila
Sr. Program Director
javila@ymcaoforange.org