



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BERKSHIRE FAMILY YMCA JOB DESCRIPTION

Can you make a difference? Join the YMCA School Age Child Care team!

Not just another job, but a chance to make a huge impact! Berkshire Family YMCA is looking for motivated, enthusiastic, and responsible staff for our School Age Child Care Programs. Join us we embark on a fresh start to our programs. Staff will gain invaluable experiences at the School Age Child Care Programs at BFYMCA, through lessons in creativity, teamwork, safety, and organization; all skills that will help in any future role. Be a part of an international organization while making a difference on a local level.

*Schedule includes before (7:00AM – 9:00AM) and after school (3:00PM – 6:00PM) time hours 5 days a week.*

**Site Coordinators, Group Leaders, and Assistants wanted!  
Opportunities at our Branch Locations as well as 5 other school  
locations**

*Sample Job Duties Include:*

- Create a safe and healthy environment social-emotionally, physically, and mentally for effective youth development in a Child Care setting
- Foster healthy relationships between children and staff appropriate to the child's development and level of understanding
- Plan developmentally appropriate activities based on the creative curriculum using positive guidance techniques
- Integrate the Y Character Development materials into all lesson plans.
- Know and enforce all rules and safety guidelines associated with Child Care programs
- Report all incidents and accidents, and fill out applicable forms and paperwork
- Provide daily communication with parents and staff
- All other duties assigned by management

**BERKSHIRE FAMILY YMCA:** [www.bfymca.org](http://www.bfymca.org)

**Pittsfield (Corporate Office):** 292 North Street, Pittsfield, MA 01201 **P:** 413-499-7650 **F (All Locations):** 888-965-0663  
**Northern Berkshire:** 22 Brickyard Court, North Adams, MA 01247 **P:** 413-663-6529  
**Bennington Recreation Center:** 655 Gage Street Bennington, VT 05201 **P:** 802-442-1053

## **Qualifications**

*Must Have Reliable Transportation to and from various school sites*

### **Site Coordinator**

- Must be at least 20 years old
- Bachelor's or Associate's degree in Child Development or related area of study preferred
- At least one year of experience working with school age children

### **Group Leader**

- Must be at least 18 years old
- Bachelor's or Associate's Degree preferred

### **Assistant**

- Must be at least 16 years old
- Must have a high school diploma or equivalent OR being currently enrolled and working toward an equivalent