



CENTRAL COAST YMCA

JOB DESCRIPTION

JOB TITLE:	Program Leader – ELOP/ASES	
EXEMPT:	No	SCHEDULE: Seasonal - Part-Time
REPORTS TO:	Site Coordinator	DATE: June 2026

POSITION SUMMARY:

The Program Leader is responsible for leading a group of elementary students (Kindergarten through 6th grade) in a safe, structured, and engaging afterschool environment. This role supports academic success, enrichment, and physical activity while maintaining consistent supervision and positive behavior management.

Program Leaders play a key role in creating a welcoming and inclusive environment and serve as positive role models for youth. This position works closely with the Site Coordinator, school staff, and YMCA team to ensure high quality programming that aligns with ELOP/ASES requirements and YMCA values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Delivery & Student Support

- Leads assigned group of students and follows daily program schedules and routines.
- Facilitates homework support, enrichment activities, and structured physical play that are age appropriate and engaging.
- Maintains active supervision of all youth at all times, ensuring safety, proper ratios, and appropriate behavior management.
- Builds positive relationships with students to support their development and engagement.
- Encourages teamwork, respect, and positive peer interactions.

Program Operations

- Assists with program setup, cleanup, and daily organization of materials and spaces.
- Supports smooth transitions between activities, snacks, and program components.
- Maintains a clean, safe, and organized program environment.

Communication & Team Support

- Communicates effectively with Site Coordinator, coworkers, and school staff.
- Shares any concerns related to safety, behavior, or program operations promptly.
- Supports family engagement by maintaining a welcoming and professional presence.

Program Compliance & Safety

- Follows all ELOP/ASES guidelines, YMCA policies, and site procedures.
- Maintains accurate attendance and assists with documentation as required.
- Reports all incidents, injuries, or concerns to the Site Coordinator immediately.
- Ensures youth are signed in and out according to program procedures.

Other Duties

- Supports school break camps and YMCA-wide events as needed.
- Transfers to other program sites when required.
- Performs other duties as assigned.

GENERAL RESPONSIBILITIES

- Attends all required training, meetings, and professional development opportunities.
- Arrives on time and prepared for scheduled shifts.
- Follows all Central Coast YMCA policies, procedures, and dress code expectations.
- always Maintains a professional and positive demeanor.
- Follows all safety procedures and helps ensure a safe environment for youth and staff.

QUALIFICATIONS

- **Required:**
 - High School Diploma or GED
- Must possess a minimum of 48 semester college units from an accredited college or university or provide proof of passing an approved Instructional Aide Proficiency Examination, as required for ELOP/ASES program positions.
- Ability to work with children ages 5–12 in a structured setting
- Strong communication and interpersonal skills
- Dependable, responsible, and team oriented
- Commitment to YMCA mission and core values

Preferred:

- Experience working with youth in recreation, education, or afterschool programs
 - Bilingual in Spanish and English
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CERTIFICATIONS & REQUIREMENTS

- Must be at least 18 years of age
- Must complete Child Abuse Prevention training annually and sign an acknowledgment confirming they have read and understand the Child Abuse Prevention Handbook
- CPR and First Aid certification (or willingness to obtain upon hire)
- Live Scan clearance
- Negative TB test and completed pre-employment health screening

- Must possess a valid driver's license and receive clearance from the YMCA's insurance carrier prior to driving for work related duties (if applicable)
- Maintains a neat and professional appearance in alignment with YMCA standards

PHYSICAL DEMANDS

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodation may be made.

- Regularly required to stand, walk, sit, talk, and hear
- Frequently required to use hands, bend, stoop, kneel, or crouch
- May be required to lift and/or move up to 35 pounds
- Must be able to actively participate in games and outdoor activities
- Must be able to observe, hear, and respond to youth in various environments
- Follows all safety procedures and expectations at all times

ACKNOWLEDGMENT & RECEIPT

I acknowledge that I have received, read, and understand the contents of this job description. I have had the opportunity to ask questions and receive clarification as needed.

I further acknowledge my responsibility to review and comply with all Central Coast YMCA policies, including the Employee Handbook and Child Abuse Prevention policies and procedures. I understand that I am required to complete all mandatory training, including annual Child Abuse Prevention training, and to sign all required acknowledgments.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____