



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Child Watch Staff**

FLSA Status: Non-Exempt

Reports to: Family Program Coordinator

POSITION SUMMARY:

Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Greet families and children upon entering the Child Watch and Kids Adventure centers.
2. Engage with all children in a loving and positive manner.
3. Prepares daily activities/play areas during morning and evening hours.
4. Supervises the children during their play time and all activities. Children must be supervised at all times.
5. Maintains positive relationships and effective communication with parents. Engages parents as volunteers.
6. Adheres to all Child Watch and Kids Adventure policies.
7. Maintains program site and equipment. Be sure tables are wiped down with disinfectant spray regularly throughout your shift. Notify Supervisor of any concerns.
8. Once a week, disinfect all toys and play areas throughout the Child Watch and Kids Adventure.
9. Attends and participates in required staff meetings and trainings.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

QUALIFICATIONS:

- 1. Must be at least 16 years of age.
- 2. CPR, First Aid, AED certifications, OSHA, and Child Abuse prevention training within 30 days of hire date.
- 3. Previous experience working with children in a developmental setting preferred.
- 4. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- 5. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- 6. Ability to work well and communicate effectively with co-workers.

PHYSICAL DEMANDS

Ability to plan, lead and participate in activities. Must be able to lift 20 pounds.

Employee Signature

Date

Parent/Guardian Signature (if under 18 years)