



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **THE FAMILY YMCA- JOB DESCRIPTION**

PRINT NAME: \_\_\_\_\_

Job Title: **Child Watch Attendant**

Schedule: Varied; 3-5 days a week, 6-10 hours a week, some nights and weekends may be required

Job Type: Part-time

Job Code: 03910107

FLSA Status: Non Exempt

Salary Range: \$8-\$11/hr DOE

Reports to: Member Services Director

Revision Date: June 2018

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### **POSITION SUMMARY:**

The person selected for this position will be under the direct supervision of the Member Services Director and report to the Child Watch Coordinator daily and be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the YMCA Child Watch program. All Child Watch staff will be responsible for conducting themselves in an appropriate manner, setting an example for children, parents and co-workers by reflecting the YMCA core values of caring, honesty, respect and responsibility. All Child Watch staff will be responsible for the overall successful day-to-day running of the Y Child Watch program, as well as being responsible for high-quality childcare, which includes, but is not limited to, meeting the internal and external child & parent needs.

### **ESSENTIAL FUNCTIONS & JOB DUTIES:**

#### **GENERAL JOB FUNCTIONS:**

- Adhere to policies as stated in the YMCA Childcare Policies and Procedures Manual and in subsequent YMCA trainings and meetings
- Acknowledged the member and the child(ren) by greeting them by name
- Attend monthly staff meetings, generally held at the YMCA in the Child Watch room as required
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Maintain open communication with the Membership Director
- Initiate and maintain positive relationships with children and parents and be comfortable with children & responsive to parent input & concerns;
- Keep a consistent headcount on all children; communicate changes with all Y staff
- Comply with the "checks and balances" system to ensure that clean-up is done EVERYDAY
- Maintain accurate documentation of attendance and emergency information on each child
- Comply with all emergency procedures appropriate to YMCA emergency procedures to ensure the safety of the children and staff
- Maintain all supplies, equipment and materials; inform the Childcare Director when new/additional supplies are needed
- Ensure that all staff and children are respectful of YMCA property; ensure all CW rules are followed and enforced
- Maintain a professional appearance and manner reflective of Y standards.

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## CHILD WATCH SERVICE PROVIDER

- Responsible and familiar with the behaviors and needs of infants, toddlers & children;
- Ability to take directions & follow through with given assignments;
- Ability to work independently, as well as a team environment
- Standing & sitting at various times as required while performing childcare requirements;
- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.
- Must have child protection training, read and acknowledge the Y Employee Handbook within a week of hire
- Must be able to learn and follow local YMCA & national guidelines related to employment
- Verifying that all security check-in and check-out procedures are followed by every member and guest of the Y.
- Verifying that payment is received for all FNF program attendees
- Answering telephone in a timely, courteous, and positive manner
- Complete all opening and closing procedures as outlined on daily check lists. Report any discrepancies to supervisor.
- Providing excellent customer service by listening to the customer and asking appropriate questions
- Managing member/parent concerns and reporting concerns to director supervisor or Membership Director
- Promoting the YMCA to prospective members and the community on a continual basis in all aspects
- Educating and enforcing all rules and regulations of the YMCA to members, participants & guests
- Following all clean up and reporting procedures in the event of an accident/incident
- Keeping work areas safe and alerting a supervisor if risky or unsafe conditions exist
- Light housekeeping duties in order to ensure the cleanliness of the individuals work area and the YMCA Child Watch room
- Uphold safety and Child Protection standards per Y policies
- Perform other duties as assigned by the direct supervisor, Membership Director or the CEO. Occasionally traveling for training may be required

### PHYSICAL DEMANDS:

- Ability to perform essential clerical functions which may involve, but not limited to the following activities: standing for 4 hours or more, sitting, semi – reaching to full-reach overhead; crouching; kneeling; carrying, working in narrow and/or confining spaces; twisting of the waist, shoulders, and legs;
- Lift 25 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats i.e....paper and digital
- Must have adequate hearing to respond to members, parents and interact with the children
- Must have legible handwriting so that written materials can be easily understood by those reviewing.
- Ability to read and interpret instructions, procedures, manuals, and other documents.
- Must be able to work in an environment with high levels of activity and moderate to high noise levels
- Drug Free as outlined in the Y's Substance/Alcohol Abuse and Testing Policy
- Smoke Free environment as outlined in Y's Smoke Free workplace policy

### JOB QUALIFICATIONS:

#### EDUCATION:

HS Diploma or GED Required

#### KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Prioritizing tasks in order of importance.
- Providing positive customer service.
- Ability to work independently.
- Following specific instructions consistently and independently
- Work a flexible schedule to meet Y staffing/planning needs.
- Exercising mature judgment and sound decision making.
- Communicating effectively both orally and in writing.
- Learning, following and enforcing local Y and national guidelines related to internal policies.

**PROFESSIONAL EXPECTATIONS:**

The Child Watch Provider will present a competent and positive image of The Family YMCA through the professional and safe coordination of all custodial duties, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the Child Watch Provider will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y’s mission and values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

**OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

**COMPENSATION:**

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Member Services Director.

**JOB DESCRIPTION REVIEWED AND UNDERSTOOD:**

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_