



## JOB DESCRIPTION

Job Title: **Child Watch Staff Member**

Reports to: Youth & Family Services Coordinator

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### POSITION SUMMARY:

Provides direct supervision of a group of children ages 3 months to 5 years in the Child Watch babysitting room. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

### ESSENTIAL FUNCTIONS:

1. Supervises a group of children ages 3 months to 5 years.
2. Changes diapers if necessary.
3. Adheres to department standards including safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.

### YMCA COMPETENCIES:

*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.

*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.

*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. Previous experience working with children ages 3 months to 5 years preferably in a child care setting.
2. At least 16 years of age.
3. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
4. Must have the ability to be patient, communicate well with staff and parents, and handle difficult situations in a professional manner.

### PHYSICAL DEMANDS

Ability to lift and carry at least 40 pounds. This individual may be required to stand for extended periods of time while demonstrating physical stamina and agility.

Signature \_\_\_\_\_ Date \_\_\_\_\_