

**GRAND RIVER AREA FAMILY YMCA, INC.**  
**JOB DESCRIPTION**

**POSITION:** Child Watch Staff

**BRANCH/DEPARTMENT:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**REPORTS TO:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**STATUS:** Part-time Non-Exempt (Hourly)

**GENERAL PURPOSE**

The Child Watch Staff applicant will be responsible for direct supervision of children, implement age-appropriate activities and have skills to create a welcoming environment for the children at the YMCA. The applicant will interact with the children in a safe professional way. The applicant will also exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA.

**ENTRY REQUIREMENTS & QUALIFICATIONS**

1. Must be a minimum of 15 years of ages and have worked with children.
2. Must understand their relationship to the children, parents, the Branch and the YMCA.
3. Must possess character that is above reproach and worth of emulation by the children.
4. Must show maturity.
5. Must be able to relate to children from all different social economic segments of the community.
6. Must possess effective communication and organizational skills.

**INTERPERSONAL DUTIES & RESPONSIBILITIES**

1. Interact with children of all ages and backgrounds.
2. Engage in active listening with the children under their care.
3. Handle complaints in a competent manner.
4. Handle accidents and emergencies in a comfortable and confident manner in accordance with the policies and procedures.
5. Assists in planning and implementation of special functions & projects.
6. Be familiar with the mission statement and core values of the YMCA. Must exemplify YMCA Core Values of caring, honesty, respect and responsibility and implement these values into daily behavior and all program/work areas.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Be knowledgeable about all YMCA programs.
2. Never leave the children alone in the room.
3. Control access to the room. Make sure all parents are signing their children in and picking them up.
4. Opening and closing Child Watch Room on time.
5. Create a nurturing and safe environment by reporting any suspicious activity that may lead to child abuse or may violate the code of conduct.
6. Keep supplies organized.
7. Follow and enforce all YMCA procedures and policies, including personnel guidelines, safety guidelines, facility access procedures, and membership policies. Carry out emergency plans as needed.
8. Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Document all accidents and incidents properly. May include some custodial work.
9. Clean, pick up, organize, disinfect area and toys. Following the daily cleaning sheet.
10. Take responsibility for the leadership and guidance of children.
  - a. Acquaints children with rules, activities, and the area.
  - b. Takes responsibility for safety, welfare of each child including attendance
11. Wear YMCA Staff shirt and nametag at all times.
12. Attend all mandatory training and staff meetings.
13. Must have a certification and remain current in CPR and First Aid.

- 14. Be knowledgeable and supportive of the YMCA Partner with Youth Campaign.
- 15. Any other duties as assigned by supervisor or directors.

**SUPERVISORY DUTIES**

None

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit, stand, walk, reaching with hands and arms, balance, stoop, kneel, crouch, and hear. The employee must occasionally lift and/or move up to 30 pounds. May be required to stand for extended periods of time while performing job functions. Gives and receives detailed instructions. Must be alert at all times. Must possess acceptable hearing and visual capabilities in order to monitor environment and children’s well-being.

**WORK ENVIRONMENT**

While performing the duties of this job, the individual may occasionally be exposed to humid conditions. The typical noise level in the Child Watch area is moderate. The individual may be exposed to toxic or caustic chemicals occasionally when/if working with the cleaning supplies.

**EFFECT ON THE END RESULT**

The Child Watch position, as part of the Membership Team, will allow for more consistent and quality customer service by making members, participants and guests of the YMCA feel welcome and increase their sense of belonging to the YMCA. This position will strengthen our ability to provide extra services while members utilize our facility by allowing their own children to be in the facility while they are enjoying the amenities. The overall result of these actions will create engaged members and participants with a strong connection to the YMCA. Their positive experiences will result in members and participants becoming ambassadors for the YMCA.

**AGREEMENT**

We understand and mutually accept that the above description represents our agreements as to the job to be performed.

We understand that Missouri is an at-will state for employment, this means you can resign at any time and you can be terminated at any time.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date