

Marion Family YMCA

POSITION DESCRIPTION

TITLE: Child Watch Staff
GRADE: I
SUPERVISOR: Director of Relationships

Position Overview: Under the direction of the Director of Relationships and in accordance with the goals and objectives of the Marion Family YMCA, child watch staff are responsible for providing quality care in a safe, enjoyable, and positive environment for children that utilize the YMCA Child Watch program. Staff must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, staff, and guests, while nurturing the potential of the children who utilize the service.

Position Requirements: Must obtain and maintain current certifications in CPR with AED and First Aid. Must be at least 18 years of age.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee is occasionally required to sit, bend, reach and lift. Occasionally required to lift up to 25 pounds.

ESSENTIAL FUNCTIONS:

1. Build meaningful relationships with members and participants; help members connect with one another and to the YMCA.
2. Work daily to nurture the potential of youth and teens; help people improve their well-being; and provide opportunities for people to give back and support their neighbors.
3. Promote the mission of the Marion Family YMCA and core values of caring, honesty, respect, and responsibility in all job-related functions.
4. Supervise activities in the child watch room during shift.
5. Interact with the children in an energizing, fun, and safe manner.
6. Ensure that all equipment is in good repair.
7. Keep accurate attendance records.
8. Conduct self in a professional, friendly, helpful, courteous and diplomatic manner.
9. Ensure that child watch rules are followed and safety standards are maintained.
10. Have good judgment and ability to make good decisions.
11. Know and follow emergency procedures.
12. Maintain an open line of communication with parents and welcome the children and parents into the room. Remain in the room and be available to members during your shift.
13. Work in a safe manner to avoid accidents and injuries.
14. Communicate needs to member service staff on duty.
15. Follow and complete checklist after shift (pick up and clean toys, etc)
16. Attend all applicable in-service trainings and staff meetings.
17. Report problems or concerns to your supervisor.

EFFECTS ON END RESULT:

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A Y that has strong relationships with its members and donors as reflected in membership retention and program participation.
2. Members are connected and supported as measured by member satisfaction surveys, program evaluations and other means.
3. A Y that is welcoming and supportive of Health Seekers.
4. A Y that is welcoming to the community and reflects our mission and values.
5. A Y whose programs and services nurture the potential of youth and teens; improve people's health and well-being; and provide opportunities for people to give back and support their neighbors.
6. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the foundations of the community.