



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION:

Job Title: **Child Watch Attendant**

FLSA Status: Non-Exempt

Primary Function/Department: Childcare

Reports to: Child Development Director

Revised Date: 09/22/21

POSITION SUMMARY:

Under the direction and supervision of the Child Development Director, the attendant will be responsible for planning, developing and implementing all program activities in the Child Watch area. The attendant guides the development of children, ensuring a safe, enriching and healthy environment. All employees must reflect the YMCA at ACRC core values of caring, honesty, respect and responsibility when carrying out their job functions.

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.

ESSENTIAL FUNCTIONS:

1. Administers the day to day operations of the Child Watch program, meeting all applicable state regulations and YMCA at ACRC policies.
2. Provides careful, attentive supervision, and is alert at all times.
3. Manages the program resources responsibly.
4. Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
5. Practices basic safety and health policies; guides children in eating habits, clean-up routines, bathroom habits and general development.
6. Completes required documentation (i.e. Incident Reports).
7. Maintains attendance sign in/out records and ensures Parents/Guardians are completing all sections of sign in/out sheets.
8. Ensures payment for Child Watch is taken care of at drop off.
9. Practices infection control procedures and proper hand washing.
10. Upholds the association's child protection policies, and child abuse and neglect guidelines, and proper reporting procedures.
11. Maintains a positive attitude toward children and their families.
12. Maintains confidentiality and treats all families with dignity and respect.
13. Completes Cleaning Checklist to ensure environment is kept neat and clean.
14. All other duties as assigned by Director

COMPETENCIES:

- Communication & Influence
- Engaging Community
- Inclusion
- Emotional Maturity

QUALIFICATIONS:

- A high school diploma or general educational development certificate preferred
- 1-3 years of working with children
- Obtain a Federal Background Clearance
- Must have or obtain Adult and Pediatric CPR, AED and First Aid
- Must have or obtain mandated reporter training

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A caregiver must be in good physical and mental health and have a genuine interest in children and their development.
- The following are physical demands that are essential to this position: Climbing, kneeling, reaching, pushing, digital dexterity, balancing, crouching, standing, pulling, grasping, repetitive motion, stooping, crawling, walking, lifting, talking and hearing. It is necessary to be able to pick a young child (baby) up off the ground and lay a young child (baby) down on the ground.
- Considered a light work position requiring exerting up to 30 pounds of force occasionally.

JOB TITLE: CHILD WATCH ATTENDANT

Mon, Tues, Weds 4-8pm

Alternating Saturdays

7:30am-4pm (1 hour break 12-1pm)

Total hours/week = 19.5 *hours can vary dependent upon reservations and completion of cleaning tasks*