

Greensburg YMCA Job Description

Job Title: Child Watch AttendantJob Code: 010130-2120-070311

Reports to: Director of Child Care Revision Date: November 2014 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Summary:**

The Child Watch Attendant will be responsible for supervising and engaging the children of our members while the adults enjoy the YMCA facility. The Child Watch Attendant will actively play and converse with the children as well as communicate with the parents before and after their time in the Child Watch Area.

**Essential Functions:**

1. **Actively play, engage and care for the children**. This includes imaginary play, art and craft time, story time, block building time and for the older children participating in Wii Fit and Wii Sport activities. Additionally this includes diaper changing, assisting older children to and from the restroom, setting up a snack area if the parent provides munchies for their children and soothing them if upset with being separated from their parent.
2. **Ensure the safety of the children in the Child Watch Area.** This includes providing direction of the expectations in the area to the children and their parents, as well as cleaning their toys and surfaces on a regular basis, removing any broken items and watching for any hazards in the area. Communication of hazards and replacement items need should be directed to the Director of Child Care via a writing or e-mail communication.
3. **Attend any pertinent YMCA trainings.**
4. **Maintain updated files and documents related to the Child Watch Area.** This includes updated records of the child’s allergies and parent contact information as well as documentation of any incidents, accidents or behavioral concerns observed while in the Child Watch Area. All reports need to be signed by the parents and a copy submitted to the Director of Child Care.
5. **Report any suspected child abuse to the Director of Child Care**
6. **Other duties as they may be assigned.**

**YMCA Competencies (Team Leader)**

*Mission and Community Oriented:* Models and teaches YMCA values, Champions inclusion activities, strategies and initiatives, Ensures high-level services that differentiate the YMCA from other providers, Provides volunteers with orientation, training, development and recognition.

*People Oriented:* Empathetically listens and communicates for understanding when negotiating and dealing with conflict, Builds relationships to create small communities, effectively tailors communications to the appropriate audience.

*Results Oriented:* Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Cultivates relationships to support fundraising.

*Personal Development Oriented:* Shares new insights, Facilitates change; models adaptability and an awareness of the impact of change.

**Qualifications:**

1. A high school diploma or a general education development (GED) certificate.
2. At least eighteen years of age, Criminal clearances (Act 33), Child Abuse clearances (Act 34), FBI Clearances and passing of an on-site drug test.
3. Must complete all required YMCA training certifications.

**Physical Demands:** The employee is required to reach with hands and arms and use legs to lift/move up to approximately 25 pounds.

***This position description is not a contract. The Greensburg YMCA reserves the right to change this position description as necessary. I have read and understand the position description, expected work schedule, and rate of compensation, and I accept this position.***

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_