



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Child Watch Attendant**
Reports to: Membership Director

Job Grade: 1
FLSA Status: Non Exempt

POSITION SUMMARY:

Supervises children in the YMCA child watch area and leads age-appropriate activities so that children are engaged and safe while in our care.

ESSENTIAL FUNCTIONS:

1. Sets up daily activities, makes sure room is safe before children enter, and reports room needs to the appropriate director.
2. Controls entry/exit from child watch room and keeps accurate records of children's sign-in sheets.
3. Supervises children ages 6 weeks to 10 years in a safe and entertaining manner.
4. Greets children and parents as they arrive and gets to know their names.
5. Learns and attends to special needs of children in the child watch center and understands the concerns of parents regarding their children.
6. Keeps room in good order, cleans, and puts away toys as appropriate.
7. Performs other job-related duties as requested and necessary.

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds a rapport with members. 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. Takes initiative to assist in developing others.

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.

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 limitation 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 the aquatic environment.

QUALIFICATIONS:

- 1. Minimum 16 years old.
- 2. Child & Infant CPR and First Aid certification.
- 3. Knowledge of basic child supervision techniques.
- 4. Ability to work with and interact with a diverse group of children and parents.
- 5. All required online training must be completed within 30 days of hire.
- 6. Criminal records clearance.

PHYSICAL DEMANDS

- 1. Ability to see to supervise children.
- 2. Ability to stand, sit, and stoop to attend to children’s needs.
- 3. Ability to lift up to a 25lb. child.

EFFECT ON END RESULTS

Successful performance of this job will result in a safe and nurturing childcare experience for children of YMCA members while they are in our facilities.

Employee Name: _____ Supervisor’s Signature: _____

Employee Signature: _____ Date: _____

My signature on this job description indicates my understanding and agreement with the requirements of this position.
Southeast Ventura County YMCA reserves the right to revise or change job duties as the need arises.

This job description does not constitute a written or implied contract of employment.