

The Cane Bay Family YMCA

Child Watch Attendant Job Description

Job Title: Child Watch Attendant **FLSA Status:** Non-Exempt

Reports to: Youth Development Coordinator

Schedule: Varied; 3-5 days per week; 6-20 hours per week,
Some nights and weekends may be required

Salary Range:

Revision Date: April 2025

Position Summary:

The person selected for this position will be under the direct supervision of the Member Services Director and report to the Youth Development Coordinator daily, and will be responsible for providing an appropriately safe, caring, and enriching environment for the children enrolled in the YMCA Child Watch program. All Child Watch staff will be responsible for appropriately conducting themselves, setting an example for children, parents, and co-workers by reflecting the YMCA's core values of caring, honesty, respect, and responsibility. All Child Watch staff will be responsible for the overall successful day-to-day running of the Y Child Watch program, as well as being responsible for high-quality childcare, which includes but is not limited to meeting the internal and external child and parent needs.

Employee Expectations: Essential Functions and Job Duties:

General Job Functions:

- Adhere to policies as stated in the YMCA Child Care Policies and Procedures Manual and subsequent YMCA trainings and meetings
- Acknowledged the member and the child(ren) by greeting them by name
- Attend monthly staff meetings, generally held at the YMCA in the Child Watch room, as required
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents, and co-workers.
- Maintain open communication with the Youth Development Coordinator
- Initiate and maintain positive relationships with children and parents, and be comfortable with children and responsive to parent input and concerns
- Keep a consistent headcount on all children; communicate changes with all Y staff



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- Comply with the checks and balances system to ensure that clean-up is done every day
- Report to the front desk to make notes on the account if a parent has relayed any additional information
- Maintain all supplies, equipment, and materials; inform the Childcare Director when new/additional supplies are needed
- Ensure that all staff and children are respectful of YMCA property, ensure all child watch rules are followed and enforced
- Maintain a professional appearance and manner reflective of Y standards
- Responsible and familiar with the behaviors and needs of infants, toddlers, and children
- Ability to take directions and follow through with given assignments
- Ability to work independently, as well as in a team environment
- Standing and sitting at various times as required while performing childcare requirements
- Must pass CPR/AED/First Aid certification by an approved provider within 3 months from the original date of hire and maintain it while employed
- Must have child protection training, read and acknowledge the Y Employee Handbook
- Must be able to learn and follow local YMCA and national guidelines related to employment
- Verifying that all security check-in and check-out procedures are followed by every member and guest of the Y.
- Answering the telephone in a timely, courteous, and positive manner
- Complete all opening and closing procedures as outlined on daily checklists. Report and discrepancies to the supervisor
- Providing excellent customer service by listening to the customer and asking appropriate questions
- Managing member/parent concerns and reporting concerns to the director, Supervisor, or Membership Director
- Promoting the YMCA to prospective members and the community continually in all aspects
- Educating and enforcing all rules and regulations of the YMCA to members, participants, and guests
- Keeping work areas safe and alerting a supervisor if risky or unsafe conditions exist.
- Light housekeeping duties to ensure the cleanliness of the individual's work area and the YMCA Child Watch room
- Uphold safety and Child Protection standards per Y policies
- Perform other duties as assigned by the direct supervisor or executive staff
- Occasionally, traveling for training may be required

Physical Demands:

- Ability to perform essential clerical functions, which may involve, but are not limited to, the following activities:
Standing for 4 hours or more, sitting, semi-reaching to full-reach overhead; crouching; kneeling; carrying, working in narrow and or confined spaces; twisting at the waist, shoulders, and legs
- Lift 25 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats, ie, paper and digital
- Must have adequate hearing to respond to members, parents, and interact with the children
- Must have legible handwriting so that written materials can be easily understood by those reviewing
- Ability to read and interpret instructions, procedures, manuals, and other documents
- Must be able to work in an environment with high levels of activity and moderate to high noise levels
- Drug-free as outlined in the Y's Substance/Alcohol Abuse and Testing Policy
- Smoke Free environment as outlined in Y's Smoke Free workplace policy

Job Qualifications:**Education:**

A minimum of 15 years of age or older while attending high school

Knowledge/Experience:

- Must have the ability to demonstrate and/or show competency in the following areas:
- Prioritizing tasks in order of importance
- Providing positive customer service
- Ability to work independently
- Following specific instructions consistently and independently
- Work a flexible schedule to meet Y staffing /planning needs
- Exercising mature judgement and sound decision-making
- Communicating effectively both orally and in writing
- Learning, following, and enforcing local Y and national guidelines to internal policies

Professional Expectations:

The Child Watch Provider will present a competent and positive image of the Cane Bay family YMCA through the professional and sage coordination of all custodial duties, qualified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition, the Child Watch Provider will exhibit and represent behaviors with the expectations of the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y's missions and values
- Demonstrates a desire to serve others and fulfill community needs
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions
- Builds rapport and relates well to others
- Makes sound judgments and transfers learning from one situation to another
- Embraces new approaches and discovers ideas to create a better member experience
- Strives to meet or exceed goals and deliver a high-value experience for members
- Pursues self-development that enhances job performance
- Demonstrates an openness to change and seeks opportunities in the change process

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.

Compensation:

Personnel policy governs work conditions and benefits. ***The first 90 days of employment are considered a trial/probationary period, during which time performance will be evaluated by the Youth Development Coordinator.***

Job Description Reviewed and Understood:

I have read my job description and understand my responsibilities. I also understand the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits, and conditions of employment at any time.