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FOR HEALTHY LIVING |  
FOR SOCIAL RESPONSIBILITY

## YMCA OF NORTH CENTRAL OHIO

Job Title: **Child Watch Attendant**

Job Location:

FLSA Status: Non Exempt

Job Code:

Reports to: Membership Director

Revision Date: 11/22/21

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### **POSITION SUMMARY:**

Provide a safe place for children to play while their parents and/or guardians utilize the facility. Provide a quality experience for each child that focuses on the YMCA core values: caring, honesty, respect & responsibility. Be able to supervise and interact with children from approximately 6 months to 7 years of age.

### **ESSENTIAL FUNCTIONS:**

1. Builds effective, authentic relationships with the children under their care.
2. Maintains records as required (attendance, allergies, etc).
3. Attends staff meetings and trainings as scheduled.
4. Follows all YMCA policies, rules, regulations and procedures.
5. Completes incident and accident reports as necessary.
6. Maintains cleanliness and organization in regards to the toys, equipment and room.

### **YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. 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. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*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 limitations 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 technology.

### **QUALIFICATIONS:**

1. Excellent interpersonal and problem solving skills.
2. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**CONDITIONS OF EMPLOYMENT:**

1. A signed "Authorization to Perform a Criminal Background Check" form that consists of:
  - a. A Non-Conviction statement based on a list of un-hirable offenses
  - b. Criminal background check consisting of statewide criminal search and nationwide sex offender search
2. Within the first 90 days of employment, the employee must complete the following certifications:
  - a. CPR, First Aid, AED
  - b. Communicable Diseases
  - c. Child Abuse

**WORKING CONDITIONS:**

1. Ability to walk, stand and sit (including the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift and/or assist children up to 50 pounds in weight.
4. Must be able to lift and carry up to 20 pounds.
5. Ability to stand or sit while maintaining alertness for several hours at a time.
6. Position may require bending, leaning, kneeling and walking.
7. Ability to speak concisely and effectively communicate.
8. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

**AGREEMENT:**

This job description is not an expressed or implied contract. The YMCA of North Central Ohio reserves the right to change this job description as necessary. Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of Child Watch Attendant for the YMCA of North Central Ohio.

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Child Watch Attendant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Membership signature

\_\_\_\_\_  
Date