

The Family Y

Job Description

Job Title: Child Watch Staff (Nursery/Clubhouse) **Date:** January 1, 2008

Reports To: Family Services Coordinator, Shift Managers

Employee Name:

General Statement of Duties: Implement curriculum; interact and nurture children in your care, supervising their activities to ensure a safe environment. Follow the instructions of Family Services Coordinator or the Shift Manager in the absence of the Family Services Coordinator.

Status: Part-time Hourly

Typical Physical Demands: Requires full range of body motion, including manual and finger dexterity; eye-hand coordination necessary to perform record management; ability to lift 50 pounds on a routine basis; and ability to escort children into or out of the building during an emergency situation. Requires corrected vision and hearing to normal range and ability to verbally communicate.

Typical Working Conditions: Under the direction of the Family Services Coordinator, work is performed in a child care setting with indoor and possibly outdoor activities.

Job Segments:

- Ensure that staff: child ratio is within limits at all times and reduces staff in classroom as children numbers decrease each day
- Interact with children to ensure active, safe, and happy environment
- Give children your attention while they are in our care (no sitting and watching children)
- Attend to specific needs of children such as diaper changing, potty training, etc...
- Assist with implementation of hourly activities
- Assist with special activities as scheduled
- All staff are required to assist with housekeeping/maintenance of all areas used to ensure cleanliness of activity areas (IE: play rooms, bathrooms, playground areas, table tops, and sign in areas)
- Advise Family Services Coordinator of all child/parent/staff problems immediately and documents as required
- Maintain open communication with children, families, department administration, and Upper management team
- Attend center and association staff meetings as directed by center management
- Attend training as directed by Family Services Coordinator

- Certified and current at all times in CPR, First Aid, and Fire Safety
- Successfully complete 10 hours DHR training annually
- Successfully complete YMCA Child Care Curriculum training as offered
- Actively participate in Annual Campaign and United Way Campaign
- Performs other duties as assigned by Family Services Coordinator

Performance Requirements: Clean Criminal Background Check (CRC); obtain 10 hours DHR approved child care training annually; certified in CPR, First Aid, and Fire Safety; high energy and self motivation; ability to handle multiple tasks and follow directions; proficient in supervision of children; effective time management skills and problem solving; be a team player; and excellent communication skills

Education/Experience: Must be 16-years-old or older; previous child care experience preferred

Personal Qualities: Ability to communicate effectively; strong organizational skills; willingness to learn and grow; self-starter, focused; has leadership qualities; and willing to accept change as an opportunity for growth.

I HAVE READ, UNDERSTAND AND EXCEPT THE ABOVE JOB DESCRIPTION AS A CONDITION OF MY EMPLOYMENT.

Name/Date

Supervisor/Date