



**Job Title: ChildWatch Attendant
(Part-time, hourly)**

Reports To: Youth Activities Director

Salary: \$16-\$17.50/hour

Department: Youth Development

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for supervising children ages 12 weeks to 6 years old
- Ensure all children are aware of and follow all rules
- Required to maintain records, including but not limited to sign in and out sheets and incident reports.
- Demonstrates a working knowledge of the YMCA childcare policies and ensures the program meets the highest standards of excellence. Follows procedures including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- Regularly communicates with supervisor about the program participants and addresses any behavioral issues.
- Maintains cleanliness of the room; required to pick up the room, sanitize toys/shelves, etc.
- Actively engages with youth and activities during the program.
- Must successfully pass a security clearance.
- Perform other duties as assigned.

JOB DUTIES

- Maintain punctual, regular, and predictable attendance.
- Must be responsible and pay attention to details.
- Able to work alone as well as collaboratively in a team environment
- Must be able to supervise multiple children at a time
- Maintain a positive image at all points of contact with members of the public.
- Maintain professional attitude and manner and respectfully take direction from supervisor.
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QUALIFICATIONS

- Previous experience working with children in a childcare, camp, or classroom setting
- CPR certification and Child Abuse Prevention training within 30 days of hire date
- Previous experience with diverse populations is preferred; the ability to develop positive, authentic relationships with people from all backgrounds
- Excellent communication and interpersonal skills
- Ability and willingness to fulfill responsibilities in accordance with program goals

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



PHYSICAL DEMANDS

- Ability to walk, stand, and sit for extended periods of time.
- Ability to lift and hold children (10 lbs. and up)
- May be required to lift and/or carry items up to 50 lbs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.

Prepared by: Youth Programs Director

Prepared date: 2/29/2024

Approved by: Senior Program Director

Approved date: 2/29/2024
