



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF MADISON COUNTY JOB DESCRIPTION

Job Title: **Childcare (Childwatch) Specialist**

Job Code/Grade: N/A

Branch: Elwood

FSLA Status: Non Exempt

Reports to: Membership Coordinator

Revision Date: 7/22/18

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### Position Summary:

This opening is for a child watch attendant at the Elwood YMCA. This position will be responsible for the care of the children in Child Watch; ensuring a healthy, safe, and nurturing environment. He/she will foster children's social, physical, spiritual, and mental growth, and demonstrate the core values of Caring, Honesty, Respect and Responsibility and will interact positively with parents to develop a trusting relationship. In addition, this position will also be responsible for answering phone calls, and effectively and positively interacting with members in the building.

### Pay Rate & Benefits:

\$7.25-\$8.25 per hour (Up to 40 hours per week)

Free YMCA Membership

CPR, First Aid Certifications covered by YMCA

50% off all YMCA programs

### Essential Functions:

- Ability to communicate effectively both in person and over the telephone.
- Learn program and membership information and be able to assist/answer questions from members.
- Introduce yourself to parents and communicate with them regularly regarding program information, schedule changes.
- Monitor toys and equipment for safety.
- Keep a clean and organized work space. Clean facility during slow times.
- Be present for entire shift or find replacement.
- Show professional appearance every shift including wearing appropriate staff uniform.

### Minimum Requirements:

- Must be at least 18 years old and have an understanding and knowledge of children, their behavior and development. Knowledge in age-appropriate activities (crafts, games, etc.) and the ability to lead group activities.
- High school diploma or GED required
- Ability to use age-appropriate behavior management techniques according to YMCA guidelines.
- Maintain current certifications in First Aid, Child Abuse Prevention, Safety & Risk Management,

**The Y: We're for youth development, healthy living, and social responsibility.**

- New Employee Orientation and other position-related training required for Child Watch employees within 60-90 days of employment.
- Warm and friendly personality and have the willingness to interact and play with children.
- Understands and accepts the YMCA's goals and values.
- Supervises Child Watch participants in order to ensure safety and provide caring, nurturing environment.
- Ability to adjust from sitting to standing with ease.
- Job hours require some mornings, evenings & weekends.
- Must be able to pass a criminal background check & drug test
- Basic computer knowledge preferred

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- 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.
- Ability to instruct and observe participants in proper stroke techniques.
- Ability to lift equipment, and to lift a small to average size child.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_