



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF MADISON COUNTY JOB DESCRIPTION

Job Title: **Membership Specialist**

Job Code/Grade: N/A

Branch: Elwood

FSLA Status: Non Exempt

Reports to: Membership Coordinator

Revision Date: 06/02/17

Position Summary:

This opening is for a front desk & 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 in responsible for answering phone calls, and effectively and positively interacting with members in the building.

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,
- 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

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