



## **JOB DESCRIPTION**

Job Title: **Child Watch Lead Staff**

FLSA Status: Non-exempt

Reports to: Membership and Marketing Director

Revision Date: 04/03/17

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### **Position Summary:**

Under the direction and supervision of the Membership Director, the lead staff will assist in planning, developing, and implementing all curriculum and program activities in the Child Watch program. The lead staff guides the development of children, ensuring a safe, enriching, and healthy environment.

### **Essential Functions:**

1. Assists with the day-to-day operations of the Child Watch program, meeting all applicable state regulations and Family YMCA of Emporia-Greenville policies.
2. Helps to implement the program curriculum in a developmentally appropriate manner, meeting the individual physical, social, emotional, and intellectual needs of the participants.
3. Helps to implement activities, experiences and routines under the guidance of the Membership and Marketing Director.
4. Helps to maintain appropriate staff-to-child ratios, as specified by the Family YMCA of Emporia-Greenville, at all times.
5. Provides careful, attentive supervision, and is alert at all times.
6. Manages the program resources responsibly.
7. Uses a diverse selection of materials, equipment and experiences for all participants. These materials should be multicultural, nonsexist, and anti-bias.
8. Participates with children in opportunities to use their large muscles, both indoors and outdoors, with consideration for each child's physical and developmental capabilities.
9. Helps to provide a program that adheres to all YMCA health and safety standards (and applicable local and state standards).
10. Helps to provide a program that exhibits high standards in cleanliness and presentation.
11. Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
12. Promotes a team concept through a positive approach to supervision, communication, and interactions with others. Maintains ongoing communication with supervisor.
13. Helps to facilitate a positive program environment and developing self-control in children through the use of positive guidance techniques. Expectations match and respect children's developing capabilities.

14. Upholds the Association's Child Protection policies, child abuse and neglect guidelines, and proper reporting procedures at all times.
15. Communicates daily with program parents.
16. Demonstrates appropriate decision-making abilities.
17. Demonstrates a working knowledge of YMCA mission, values, purpose, and goals. Strives for the highest standards of program excellence.
18. Upholds and exemplifies YMCA principles of character development, customer service, and programs that build strong kids, strong families, and strong communities.
19. Performs all other duties as assigned by the supervisor.

**YMCA Competencies:**

Relationships: Builds rapport and relates well with members

Communication: Actively listens for understanding and meaning

Values: Accepts and demonstrates Y values

Inclusion: Works effectively with people of different backgrounds, abilities, opinions and perceptions

**Qualifications:**

1. Must be at least 18 years of age.
2. Must possess and demonstrate the ability to engage in all activities associated with the daily care, activities, and routines of the program's children, including but not limited to: interacting with children at floor level, physical education activities such as running, jumping, etc., lifting children and equipment, and participating in outdoor activities.
3. Must be capable of directing the daily administrative, program-related and supervisory responsibilities of a Child Watch program.
4. One to two years related experience preferred.
5. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
6. CPR; First Aid; AED certification.
7. Completion of YMCA program-specific certifications.
8. Must be able to read and speak English fluently.
9. Must be available to work during regular hours of operation.
10. Must be able to stand, sit and walk at various times as required.
11. Must be able to lift 25 pounds.
12. No visible tattoos and piercings (other than ears). No visible gauge piercings.

**Physical Demands:**

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

Effect on End Results:

1. A program that is built upon developmentally appropriate practices in which children are encouraged to grow to their full potential.
2. A program that is respectful and supportive of families.
3. A program that meets the highest standards of quality.
4. A warm, friendly atmosphere that contributes to building strong kids, strong families and

strong communities.

I agree that this position description represents the tasks and responsibilities associated with this position of Child Watch Lead.

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Signature of Lead Child Watch Attendant

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Date

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Signature of Membership and Marketing Director

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Date