



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position Title: **Childcare Services Staff**

Reports to: **Amy Coffey, Childcare Services Coordinator**

Department Supervisor: **Meredith Long, Child Development Director**

OVERALL FUNCTION

Provide care and supervision of children in all Childcare Services Areas.

QUALIFICATIONS

1. Current CPR, First Aid, and Bloodborne Pathogen Certification.
2. Ability to provide a quality experience to children and parents that focuses on the following YMCA values: honesty, respect, responsibility, and caring.
3. Able to responsibly supervise, nurture, and care for children typically from ages 3 months to 10 years old.
4. Able to welcome children each day, perform crafts and activities, change diapers, and ensure children behave well when in contact with other children.

CUSTOMER SERVICE STATEMENT

Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be: a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile to EXCEED the customer's expectations. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the Tri-Cities Family YMCA and the community at large.

AREAS OF DIRECT RESPONSIBILITY

Childcare Services

Kids' World (Ages 3 months to 10 years)

ACE Place (Ages 3 years to 10 years)

ESSENTIAL OVERALL FUNCTIONS

- Effective communication with children, families, and members.
- Able to handle multiple responsibilities in the childcare setting reliably and effectively.
- Provide a safe and secure setting for children and provide continuous supervision at all times.
- Observe and monitor children's play activities.
- Remain in your area of responsibility at all times. If you have to leave, notify your co-workers and return promptly.
- Engage with the children and participate in activities with the children.
- Provide redirection and discipline as necessary. Refrain from punishment.
- Maintain daily attendance logs, providing drop-off and pick-up times for all children.
- Develop and maintain communication with families.
- Complete incident and behavior reports as necessary.
- Communicate effectively and respectfully with families regarding illness, bathroom, and behavior issues.
- Transport and supervise children throughout the building to use restroom and YMCA programming.
- Communicate with Coordinator and Director any concerns, problems, or suggestions regarding children and the program.
- Be enthusiastic! Maintain and project a positive attitude at all times. Rumors, gossip, and negativity will not be tolerated.

- Treat children and co-workers with respect.
- Positively promote the YMCA, its programs, and Childcare Services.
- Be on time.
- Obtain own substitute when unable to work scheduled shift.
- Keep an accurate inventory of supplies and notify coordinator when replacement or repair is necessary.
- Keep room, toys and equipment clean and organized.
- Maintain maintenance logs for the play structure in ACE Place.
- Follow the procedures for opening and closing areas of responsibility.
- Regularly read and initial the Childcare Services Communication Binder.
- Attend staff meetings, trainings, and events as scheduled.
- Dress appropriately: YMCA blue staff shirt, jeans/khakis, knee length shorts, name tag, closed toe shoes with heel closure.
- Diaper and toilet children as necessary. Sanitize surfaces after all diaper changes.
- Shall NOT use and will ensure that staff do not use: phones to text, tablets or phones for social media, or any other device while working in the Childcare Services Program.

BASIC HOURS

As scheduled by the Childcare Services Coordinator.
Hours vary by season.

ENVIRONMENT

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings. Some off site work needed.

HEALTH AND SAFETY REQUIREMENTS

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

PHYSICAL DEMANDS

Employee can demonstrate sufficient strength, agility, and mobility to perform the essential functions of the position.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.