



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Tri-Cities Family YMCA Job Description

Position Title: **Licensed Childcare Staff**

Reports to: **Licensed Childcare Director, Ashley Van Lopik**

Department Supervisor: **Meredith Long, Senior Program Director**

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### OVERALL FUNCTION

Provide care and supervision of children in the Licensed Childcare Program.

### QUALIFICATIONS

1. GED or High School Diploma.
2. 18 years of age or older.
3. Current CPR, First Aid, and Bloodborne Pathogen Certification.
4. Completion of 24 annual clock hours in professional development.
5. Responsible for supervising, nurturing, and caring for children typically from ages 3 years to 12 years old. Welcomes children each day, performs crafts and activities, supervises meals, and ensures 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

Licensed Childcare (Ages 3 years to 12 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.
- Complete professional development training hours (24 clock hours annually).
- 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, gymnasiums, and YMCA programming.
- Participate in field trips as scheduled.
- Communicate with Coordinator and/or 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 the Licensed Childcare program.
- 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.
- Attend staff meetings, trainings, and events as scheduled.

- Dress appropriately: business casual attire, jeans/khakis, knee length shorts, name tag, closed toe shoes with heel closure.
- 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 Licensed Childcare Program.

#### **BASIC HOURS**

As scheduled by the Licensed Childcare Coordinator. Open M-F 7am-6pm.

#### **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.