



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Tri-Cities Family YMCA Job Description

Position Title: **Childcare Services Staff**

FLSA Status: **Part Time, Non-Exempt**

Reports to: **Childcare Services Coordinator, Kimber White**

Department Supervisor: **Director of Operations, Meredith Long**

Revision Date: September 2023

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Provide care and supervision of children in all Childcare Service Areas.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### 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 coworkers 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 grey 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.
- Other duties assigned as deemed necessary by the Childcare Services Coordinator.

## **QUALIFICATIONS**

1. Ability to provide a quality experience to children and parents that focuses on the following YMCA values: honesty, respect, responsibility, and caring.
2. Certifications to be completed in the first 30 days of employment:
  - Basic Life Support, First Aid and Bloodborne Pathogens certification.
  - Child Abuse Prevention training.
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.

## **LEADERSHIP COMPETENCIES:**

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

## **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 successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **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.