



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position Title: **Licensed Childcare Staff**

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

Reports to: **Early Childhood Assistant Director, Celia Hardin**

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

Revision Date: September 2025

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. This position provides care and supervision of children in the Licensed Childcare Program.

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

License Childcare (Ages 3 years to 12 years)

ESSENTIAL OVERALL FUNCTIONS

1. Effective communication with children, families, and members.
2. Able to handle multiple responsibilities in the childcare setting reliably and effectively.
3. Provide a safe and secure setting for children and provide continuous supervision at all times.
4. Complete professional development training hours (24 clock hours annually).
5. Engage with the children and participate in activities with the children.
6. Assist Childcare Director with curriculum and lesson planning as needed.
7. Provide redirection and discipline as necessary. Refrain from punishment.
8. Maintain daily attendance logs, providing drop-off and pick-up times for all children.
9. Develop and maintain communication with families.
10. Complete incident and behavior reports as necessary.
11. Communicate effectively and respectfully with families regarding illness, bathroom, and behavior issues.
12. Transport and supervise children throughout the building to use restroom, gymnasiums, and YMCA programming.
13. Participate in field trips as scheduled.
14. Communicate with Childcare Director or Director of Operations any concerns, problems, or suggestions regarding children and the program.
15. Be enthusiastic! Maintain and project a positive attitude at all times. Rumors, gossip, and negativity will not be tolerated.
16. Treat children and co-workers with respect.
17. Positively promote the YMCA, its programs, and the Licensed Child Care.
18. Be on time.
19. Obtain own substitute when unable to work scheduled shift.
20. Keep room, toys and equipment clean and organized.
21. Attend staff meetings, trainings, and events as scheduled.
22. Dress appropriately: business casual attire, jeans/khakis, knee length shorts, name tag, closed toe shoes with heel closure.

23. 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.
24. Other duties assigned as deemed necessary by the director.

QUALIFICATIONS

1. GED or High School Diploma.
2. 18 years of age or older.
3. Requirements to be completed within 30 days of hire:
 - a. Basic Life Support/CPR, AED, first aid and bloodborne pathogens.
 - b. Child Abuse Prevention Training.
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.

LEADERSHIP COMPETENCIES:

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

BASIC HOURS

As scheduled by the Childcare Director, 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. Outdoor area surrounding the Tri-Cities Family YMCA, including but not limited to: Mulligans Hollow, Imagination Station, Duncan Woods, and Grand Haven State Park. Exposure to outdoor elements, such as summer and winter temperatures is required.

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.