



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHILD WATCH ATTENDANT JOB DESCRIPTION

Job Title: **Child Watch Attendant**

FLSA Status: Non-Exempt Part-Time Hourly

Reports to: Membership Director

Revision Date: 2/4/21

POSITION SUMMARY:

The Child Watch Attendant will maintain a positive relationship with the members and the members' children through immediate recognition of entry into the Child Watch area and attentiveness to the needs of the children in his or her care.

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.

ESSENTIAL FUNCTIONS:

1. Maintain a positive relationship with the parents and children.
2. Work cooperatively with other Child Watch Attendants.
3. Provide careful, attentive supervision and be alert at all times.
4. Willingness to accept assigned jobs.
5. Keep supplies organized and accessible.
6. Supervise games, activities, and the care of toys and equipment.
7. Facilitate a program environment that invites exploration, promotes positive play, and welcomes children.
8. Inspect play area for foreign objects that could potentially cause injury.
9. Enforce safety rules.
10. Be familiar with CW's regulations and implement all that apply.
11. Complete daily/weekly scheduled "housekeeping" chores as assigned/needed.
12. Deal with information about a child and/or family in a totally confidential manner.
13. Check attendance book to be sure it is being filled in completely and add up the totals at the end of each day.
14. Assist children in self-care activities.
15. Ensure cleanliness of all toys through periodic cleaning.
16. Be able to **HEAR, DIRECT, ASSESS,** and **SEE** all children.
17. Interact verbally and physically with the children.
18. Promote a positive public image of the Harrisburg Area YMCA and the Friendship Branch through personal conduct and speech both on and off campus by exhibiting the YMCA four core values of Honesty, Caring, Respect, and Responsibility.
19. Uphold the association's child protection policies, child abuse and neglect guidelines, and proper reporting procedures at all times.
20. Convey any concerns to the CW Supervisor directly and not to coworkers.
21. Be on time for your scheduled shift. If you are unavailable to work your shift, you can find a sub or trade shifts with another CW Attendant.
22. Maintain a good attendance record.



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23. Assist the CW supervisor wherever and whenever necessary for the smooth operation of the center program.
24. Be able to work effectively and cooperatively to seek solutions as a team player for the betterment of the association.
25. Provide high quality and consistent customer and member service.
26. Other duties as assigned.

QUALIFICATIONS:

- Must be at least 16 years of age.
- Must possess and demonstrate the ability to engage in all activities associated with the daily care, activities, and routines of children, including but not limited to: interacting with children at floor level, lifting children and equipment, and diapering and toileting as needed.
- Must possess oral, auditory, and written communication skills appropriate for interacting with both children and adults.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee must be physically able to get up and down from the floor, carry up to 40 pounds, and remain on their feet for periods of time.

SIGNATURE:

The job description has been reviewed with me and I understand all the policies, terms, conditions and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination. I understand and agree that my employment is terminable-at-will, so that both the YMCA and I remain free to choose to end our working relationship. Similarly, no staff member has the authority to enter into an oral employment contract and only the CEO or his designee can enter into a written employment contract. I understand that signing this form does not express or imply a contract of employment between the YMCA and me, it is intended to provide information to create the most effective, positive and productive environment.

Employee's name

Employee's signature

Today's date: _____