



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **Child Watch Assistant**

FLSA Status: Non-Exempt

Reports to: Membership & Marketing Director

POSITION SUMMARY:

Under the direction and supervision of the Membership & Marketing Director, the assistant will be responsible for assisting in planning, developing, and implementing all curriculum and program activities in the Child Watch program. The assistant guides the development of children, ensuring a safe, enriching, and healthy environment. Child watch services are available for children 6 weeks to 7 years old.

ESSENTIAL FUNCTIONS:

1. Must be capable of directing the daily administrative, program-related, and supervisory responsibilities of the Child Watch program.
2. Meet and greet all staff, members and program participants every day with a smile and a hello. Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
3. Assists with the day-to-day operations of the Child Watch program, meeting all applicable state regulations (if any) and Alexandria YMCA policies.
4. Helps to maintain appropriate staff-to-child ratios, as specified by the Alexandria YMCA, at all times
5. Provides careful, attentive supervision, and is alert at all times.
6. Manages the program resources responsibly, and monitors toys and equipment for safety.
7. Promotes a team concept through a positive approach to supervision, communication, and interactions with others. Maintains ongoing communication with supervisor.
8. Helps to facilitate a positive program environment and that develops self-control in children through the use of positive guidance techniques. Effectively deal with discipline and accident incidents.
9. Upholds the association's child protection policies, child abuse and neglect guidelines, and proper reporting procedures at all times. Report any risk management issues to the supervisor.
10. Communicates regularly with program parents. Attends parent/family events and staff meetings as designated by supervisor.
11. Demonstrates appropriate decision-making abilities.
12. Demonstrates a working knowledge of YMCA mission, values, purpose, and goals. Strives for the highest standards of program excellence.
13. Upholds and exemplifies the YMCA's principles of character development, customer service, and programs that build strong kids, strong families, and strong communities.
14. Performs all other duties as assigned by the supervisor.
15. Follows the department dress code, and refrains from using cell phone during work.

Alexandria Area YMCA

110 Karl Drive, Alexandria MN 56308

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YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Required certifications (within 60 days): CPR, First Aid, AED, Blood Borne Pathogens
2. Child Abuse Prevention, Shaken Baby Prevention
3. Must be at least 16 years of age.
4. Must possess and demonstrate the ability to engage in all activities associated with the daily care, activities, and routines of program's children, including but not limited to: interacting with children at floor level, physical education activities such as running, jumping, etc., lifting children and equipment, and participating in outdoor activities.
5. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
6. Must be capable of directing the daily administrative, program-related, and supervisory responsibilities of a Child Watch program.

PHYSICAL DEMANDS

1. Ability to conduct classes and activities.
2. Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, and lifting.
3. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands or arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
5. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required may include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed.

Employee Signature: _____ Date: ____ / ____ / ____

Supervisor Signature: _____ Date: ____ / ____ / ____