

**YMCA OF THE GREATER TRI-VALLEY
JOB DESCRIPTION**

Job Title: Childwatch Program Attendant

Department: School Age Childcare or Membership Services

Reports to: Membership Services Director or SACC Program Director

Basic Assignments

To provide a safe, supervised play environment for the children of the YMCA members/guests while guardians is on the premises. Children's ages range from infant to eleven years.

Qualifications

- Must hold current CPR certification
- Must have experience in children's play, arts and crafts, and group activities and have the ability to communicate well with members of the association, other staff, and the public.
- Fingerprint check and/or background check required
- Attendance at a Child Abuse Awareness Training required.

Major Functions

- Attendants will be responsible for the safety and well-being of each child under their watch.
- Ascertain that all appropriate forms are completed by parent/guardian.
- Monitor the parents to insure they sign in and out for their children.
- All attendants must be thoroughly familiar with all emergency procedures and know how to use the system
- Attendance will take turns planning craft activities, songs, story time, and creative play for children.
- Enforce health codes and good hygiene
- Everyone on duty will take his/her job seriously and perform it conscientiously.
- The Child Watch Coordinator and/or Membership Services Program Director will assign hours to all attendants.
- Attendants are responsible for finding a substitute when they are unable to work. Notify the Coordinator as soon as possible of a substitution.'
- When staff meetings are held, all staff is expected to attend.
- Dress code: dress appropriately for working with children. Uniform shirt will be provided.

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EFFECT ON END RESULTS

This position has a primary impact on the YMCA Child Watch Program. This position will have an impact on the safety of all program participants who utilize Child Watch. Therefore, the effectiveness of the fulfillment of this position should be measured by:

1. Participants will experience a safe and nurturing environment.
2. Employee will meet performance standards.
3. All programs and program areas will be safe and clean
4. Programs will meet ht needs of the YMCA community and its mission.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

Employee Statement: I have read and understand the above job description. I understand that I must follow all the policies and standards put forth to me in this job description, the Employee Handbook, and any other departmental or association policies. I certify that I have shown proof of required certifications and will maintain current certifications as listed above.

Employee Signature: _____

Supervisor's Signature: _____

Date agreement reached: _____