



# YMCA of Indiana County

## Employee Job Description

Position Title:	Childwatch Coordinator	Department:	Youth and Family
Reports To:	Director of Youth and Family Programs	Grade:	3
Classification:	Full time/ <b>Part Time</b> / Seasonal	Job Code:	YFCC - 7111

### **GENERAL FUNCTION:**

Under the direction of the Director of Youth and Family Programs or other assigned staff, the Child Watch Coordinator will conduct customer services in compliance with all applicable codes and in accordance with YMCA of the USA guidelines. Also demonstrates a commitment to YMCA Core Values of Caring, Honesty, Respect, and Responsibility.

### **CORE COMPETENCIES:**

- Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.
- Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

### **KNOWLEDGE – SKILLS - ABILITIES:**

**Education:** Degree in Early Childhood, Elementary Education or related field

Completed YMCA Early Care & Learning Class AND YMCA Working with Children up to Age 5 class

Current CPR/AED and First Aid certifications.

**Experience:** 4 plus years of experience working in childcare settings. **Customer service experience a plus.**

**Working Conditions:** Moderate lifting and physical effort required occasionally.

### **JOB RESPONSIBILITIES:**

- Maintain appropriate records and see to maintaining the quality of the Child Watch area.
- Follow established procedures and execute sound judgment in routines not covered by standard procedure.
- Supervise Child Watch Staff.
- Hire, schedule and train all Child Watch staff with the assistance of the Director of Youth and Family Programs.
- Dress appropriately for duty.
- Supervise and engage participants
- Maintain a clean and safe area
- Maintain care of equipment
- Maintain a professional appearance by wearing appropriate dress(Y shirt and khaki or black pants) and a Y name tag.
- Concentrate on children in your care and do not let other things (cell phone, homework, friends, etc) distract you from the task at hand.
- Other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Must be able to stand for the duration of the shift
- Must be able to bend and stoop occasionally
- Must be able to lift 35 pounds occasionally
- Must be able to stay in the pool for an extended period of time

**EFFECT ON END RESULT:**

The effectiveness of this position can be judged by:

- Attainment of goals and objectives as evidenced in the performance appraisal process and the completion of the major duties of this position as outlined.
- The development and maintenance of good staff relations and an increasingly effective lay leadership resulting in a smoothly operating team of laymen and staff.
- Maintenance of safe, clean, and functional facilities for all program areas.
- The YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone.
- The YMCA will effectively connect and build relationships with its members and the community, resulting in increased member enrollment and retention.
- Consistent, superior member service and satisfaction resulting in continued growth in membership, programs and special services.

_____	_____	_____	_____
Employee	Date	Supervisor	Date