



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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**TITLE:** Drop-Off Child Care Teacher  
**STATUS:** Part-time, Non-exempt  
**REVISED:** Apr-18

**DEPARTMENT:** 11-Children's Programs  
**REPORTS TO:** [Click here to enter text.](#)  
**BRANCH:** Choose an item.

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#### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. This position will provide service to members by caring for children in a manner that encourages physical, spiritual, emotional, and intellectual growth in a safe and nurturing environment.

#### **QUALIFICATIONS:**

- Previous experience providing care for infants and pre-school aged children preferred.
- Certifications that must be obtained and maintained within first 90 days: CPR, First Aid , Child Abuse Prevention, Blood borne Pathogens, Hazard Communication.
- Willingness to attend meetings, training, and obtain additional certification as requested.

#### **PHYSICAL DEMANDS:**

Ability to perform all physical aspects of the position; walking, standing, bending, reaching, and lifting. Individuals in this position may be subject to loud facilities.

#### **ESSENTIAL FUNCTIONS:**

- Supervise assigned children and all areas of program utilization. Closely monitor arrivals and departures of all participants.
- Identify individual needs of children and provide appropriate care accordingly.
- Maintain documentation, participant records, and uphold policies and practices.
- Maintain good public relations and open communication with parents and co-workers.
- Ensure safety and cleanliness of all equipment and facilities.

#### **YMCA COMPETENCIES (Leader):**

##### Advancing Our Mission & Cause

- Tells the Y story in regular interactions with members.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Serves others by intentionally welcoming, connecting, and supporting them, and inviting them to get involved and give back to the community.

**Building Relationships**

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
- Creates a safe environment in which others feel welcome and respected.

**Leading Operations**

- Responds to challenges with possible solutions in a timely manner.
- Explores new ideas, remaining open to new ways of thinking and approaching problems.
- Delivers a high-quality experience to members, participants, or project teams.
- Serves with purpose and passion.

**Developing & Inspiring People**

- Acts in alignment with personal and organizational values in all situations.
- Accepts responsibility for behavior.
- Reflects on and learns from successes and mistakes.
- Remains calm and objective when under pressure or when challenged by others.

**DISCLAIMER:**

Other duties may be assigned to this position at the discretion of the reporting supervisor. Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date