FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE:	**Child Watch Instructor**	**DEPARTMENT:**	**40-Youth Development**
STATUS:	**Part-time, Non-exempt**	**REPORTS TO:**	**Youth Development Director**
REVISED:	**Feb-23**	**BRANCH:**	**Parker-Milton**

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.
- 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

- Seeks to understand and support change efforts.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Tells the Y story in regular interactions with members.

Building Relationships

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.

- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Responds to the individual needs of the other person.
- Creates a safe environment in which others feel welcome and respected.

Leading Operations

- Responds to challenges with possible solutions in a timely manner.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.
- Serves with purpose and passion.
- Delivers a high-quality experience to members, participants, or project teams.

Developing & Inspiring People

- Reflects on and learns from successes and mistakes.
- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).
- Acts in alignment with personal and organizational values in all situations.
- Remains calm and objective when under pressure or when challenged by others.
- Leads with empathy, anticipating how actions and works impact others.

DISCLAMER:

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