



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE NORTHWOODS

Job Title: Drop-in Child Caregiver

FLSA Status: Non-Exempt

Reports to: School Age Director

Revision Date: 11/2018

POSITION SUMMARY:

Under the direction of the School Age Director or Executive in charge and in harmony with the Christian nature and purpose and the established policies, goals and objectives of the YMCA of the Northwoods, the Caregiver will be responsible for the guidance, direction and supervision of children.

ESSENTIAL FUNCTIONS:

1. Interact with the children, providing them with correction, direction and discipline as needed.
2. Exemplify the YMCA character values in all aspects of job performance and the relationships with others.
3. Maintain a flexible work schedule to accommodate the needs of the development of the association.
4. Adhere to all policies, procedures and guidelines of the association.
5. Attend all staff meetings/trainings and complete all YMCA new staff trainings within 90 days. Assure own professional growth and maintain required certifications.
6. Inspect and insure high standards of maintenance, cleanliness and repair of program equipment eliminating any risks that could cause accidents or incidents.
7. Act as a liaison between the YMCA of the Northwoods, program participants, parent/guardians and the community.
8. Maintain a professional and responsible attitude in the association.
9. Plan and carry out age appropriate activities
10. Responsible for finding adequate coverage when unable to fulfill your work responsibilities.
11. Perform all other duties as assigned by the School Age Director or Executive in charge.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive relationships with members and working relationships with employees. Supports fund-raising projects.

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:

Caregiver staff must be at least 16 years of age and possess the ability to guide, direct and supervise children participating in the program so that they have a safe and enjoyably drop-in childcare experience. The ability to communicate both orally and in writing is required. Caregivers must express a sincere interest in children and comprehend their needs. Previous experience with children preferred. Must have current certification in First Aid and CPR or become certified within 90 days of hiring.

PHYSICAL DEMANDS

Must be able to easily move through all areas of the childcare room and be able to lift and carry up to 50 pounds; to sit on floor without back support and return to a standing position; to walk 1-2 miles per day; to reach, bend, crawl, twist, balance, all in the process of carrying out activities and providing custodial care of young children throughout the shift. Must have vision, speech and hearing.

I have read, understand will execute according to this job description

Employee Signature

Date

Supervisor Signature

Date