



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Aide, Child Watch**

Status: Part Time

Reports to: Membership Director

Department: Membership

Revision Date: 7/28/17

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Assists in the organization and implementation of high quality YMCA Child Watch program(s).

ESSENTIAL FUNCTIONS:

1. Assists in the implementation of the daily program activities for Child Watch.
2. Provides exceptional care and maintains proper records for assigned children in program.
3. Assists in administrative records including but not limited to incident/accident reports.
4. Performs other duties as assigned and in accordance with the planned Chart of Work.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Supports fundraising efforts of the branch.

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. 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:

1. High School Diploma or a General Educational Development certificate.
 - a. Or a minimum of an 8th grade education and enrollment in an age appropriate training curriculum.
 - b. Or a minimum of an 8th grade education with 2 years experience working with children.
2. Minimum age of 18.
3. Prior to or within 30 days of hire must complete: Child Abuse Prevention; CPR with AED; First Aid; Bloodborne Pathogens Training.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & 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.

- Sufficient strength (must be able to lift with little or no effort up to 40 pounds), agility and mobility to perform essential functions of position and to safely supervise and participate in children’s activities.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. “What can I do to advance the Y and help it become more successful?” should be the mind-set. The heart of the position will be the ability to look past “what is” and to see “what can/should be”. A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____