



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREATER VALLEY YMCA JOB DESCRIPTION

Job Title: **Child Watch Associate (CWA)**

Job Code: 4072

FLSA Status:

Job Grade:

Status: P/T

Department: Membership

Reports to: Child Watch Coordinator

Revision Date: February 28, 2017

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. CWA will provide direction for all children in the program, and implements program activities, as established. CWA will provide a quality experience to children and parents in a safe environment in a nurturing manner that focuses on building achievement and belonging in youth and relationships among youth and within families.

ESSENTIAL FUNCTIONS:

1. Implements and participates in activities that develop youth within the established guidelines.
2. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
3. Supervises the children, program space, and all activities including following all procedures and standards.
4. Maintains a healthy and safe environment for the participating children in Child Watch and/or Summer Fun Club.
5. Cultivates positive relationships, and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
6. Maintains program site and equipment.
7. Attends and participates in program activities, staff meetings, and staff training.
8. Disseminates concerns to supervisor immediately.
9. Helps to promote other YMCA activities and programs.
10. Maintains required safety practices (i.e. bathroom procedures, sign in /out procedures, etc.)
11. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising efforts.

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.

GREATER VALLEY YMCA JOB DESCRIPTION FOR CHILD WATCH ASSOCIATE

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:

1. CPR, First Aid, AED certifications and Child Abuse prevention training within 30 days of hire date.
2. Previous experience working with children in a developmental setting preferred – minimum age of 16 is required.
3. Ability to implement and participate in age-appropriate/developmentally appropriate program activities for the children in Child Watch and/or Summer Fun Club.
4. Ability to develop positive, authentic relationships with people from different backgrounds.

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.
- Ability to plan, lead and participate in activities.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The noise level in the work environment is usually moderate – sometimes loud,

EFFECT ON END RESULT

- A program that is built upon developmentally appropriate practices in which children are encouraged to grow to their full potential.
- A program that promotes the growth of the YMCA.
- A program that meets the highest standards of quality.
- A warm, friendly atmosphere that contributes to building achievement and belonging in youth relationships among youth and within families.
- A program that ensures all children are safe and unharmed and that parents are pleased with the service.

SIGNATURE:

I have read and understand the job description for my position at the Greater Valley YMCA. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to an all exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Greater Valley YMCA reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and positions titles as it deems necessary to meet the needs of the business.

Employee’s name

Employee’s signature

Supervisor’s name

Supervisor’s signature

Today’s date: _____