



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## FERGUS FALLS AREA FAMILY YMCA JOB DESCRIPTION

**Job Title:** Child Watch Staff

**Job Status:** Part Time

**Reports To:** Youth & Family Director

**Revision Date:** March 2016

---

**GENERAL FUNCTION:** Under the direction of the Youth & Family Coordinator and in accordance with the goals and objectives of the Fergus Falls Area Family YMCA, the Child Watch Staff person is the primary staff person caring for a small group of young children while their parents are using the facility. In addition he/she is to aid the Fergus Falls Area Family YMCA in fulfilling our mission to instill the values of caring, honesty, respect, and responsibility through programs and services that build healthy spirit, mind and body for all.

**SKILLS & QUALIFICATIONS:** Position requires a person with experience in working with young children. *Must be at least 16 years of age.* Person must have a personality that reflects a love of children and can understand and meet their wide variety of needs in a structured group setting. *Infant/Child/Adult CPR and Basic First Aid certifications are required.*

**PHYSICAL DEMANDS:** Incumbent must be able to lift up to 50 pounds including a child in an infant car seat; watch and listen to the activities of a group of children; and assist a group of approximately 6 young children in moving from one part of the YMCA to another.

**ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.**

1. Develops and maintains personal and meaningful relationships with parents and children.
2. Provides supervision and care for children ranging in age from infants through 8 years old.
3. Understands, and executes when necessary, all Child Watch emergency procedures.
4. Ensures that an adult signs each child in and out of Child Watch according to established procedures.
5. Attends all pre-service staff training sessions and all staff meetings.
6. Assists children in finding and engaging in appropriate activities.
7. Assists in daily and weekly clean up of all facilities, supplies and equipment used by Child Watch.
8. Cares for and maintains equipment, supplies and property.
9. Upholds YMCA policies and philosophy; use character development as a basis in working with both participants and other staff members.
10. Plans and leads activities with a small group of children including leading a group of up to 8 children to Gym.
11. Completes all required employment records including time records in an honest and timely manner.
12. Assists the Youth & Family Coordinator and Executive Director as requested in relation to Fergus Falls Area Family YMCA.

13. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect, and Responsibility.

**YMCA COMPETENCIES (Leader):**

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

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.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date