



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NAUGATUCK YMCA JOB DESCRIPTION

Job Title: **Child Watch Support Staff**

Reports to: **Membership & Marketing Director**

FLSA Status: **Non-Exempt**

Revision Date: **4/13/2020**

Leadership Level: **Leader**

Primary Function/Department: **Youth Development**

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The **Child Watch Staff** at the Naugatuck YMCA maintains a safe, healthy and nurturing environment for youth in the program and establishes good relationships with parents.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

QUALIFICATIONS:

- Minimum age of 16 years of age.
- Attending High School or possess a high school diploma.
- Within 90 days of hire, completion of Child Abuse Prevention, Working with Program Volunteers, CPR, First Aid, AED, medication administration, EPI pen and Blood borne Pathogens training.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

ESSENTIAL FUNCTIONS:

1. Assumes responsibility for the health and safety of all children in the program at all times.
2. Assist with clerical work and set up and clean-up of room.
3. Engage in meaningful activities and conversations with children
4. Interact enthusiastically with parents/guardians of children
5. Maintain and monitor program space for cleanliness, organization and child development
6. Carefully follow procedures when using valuable room equipment
7. Report equipment damage/malfunctions immediately
8. Clean, arrange, and refill art supplies as needed
9. Work cooperatively with staff members in completing monthly cleaning tasks, as well as daily cleaning duties
10. Attend staff orientation, meetings and trainings as assigned.
11. Responsible to follow all policies and procedures regarding abuse and neglect mandated reporting.
12. All other duties as assigned by supervisor.

Employee Initials: _____



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LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Program/project Management

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.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee may be required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- Physical activities of this position may include: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, talking, hearing, and repetitive motions. Such activities may take place between 50 – 90% of the time during regular duties.
- Medium work demand; exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- Required to have visual acuity to determine the accuracy, neatness and thoroughness of assigned tasks.
- Subject to environmental conditions; protection from weather conditions but not necessarily from temperature changes. Subject to both environmental conditions. Activities occur inside and outside.
- The noise level in the work environment is usually moderate.
- Moderate exposure to infections.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____