



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

YMCA Child Watch Coordinator

General Function: Responsible for building relationships by providing excellent service to all members, guests, and program participants. Class supervision, risk management, injury prevention and age-appropriate games/activities are the general functions of the job.

Job Requirements:

- Minimum age of 18 years
- Requires a friendly, outgoing, and enthusiastic personality
- Experience working with children ages toddler – 12 years of age required (Tot-watch participants as young as infant age)

Position Responsibilities:

1. Serves as a role model for members and Y staff by living the YMCA mission, vision and values of the YMCA movement at all times.
2. Greets members and visitors in a warm, welcoming manner.
3. Responsible for hiring, training, and scheduling Child Watch staff
4. Ensuring a safe and sanitized environment for all in designated rooms
5. Supervise staff to ensure all processes and procedures are followed
6. Responsible for rotating out toys that are needed to be replaced
7. Monitors room access by properly documenting daily sign in/out sheets. (Put an emphasis on learning participants names)
8. Communicate the proper use of all equipment and rules to the participants and always supervise participants.
9. Attends all Youth Department staff meetings and All Staff meetings.
10. Be on time, in uniform and exemplify caring, honesty, respect, & responsibility for all assigned shifts.
11. Keeps program area clean, orderly, and attractive. Complete household chores as needed to accomplish this. After class put all equipment used away in a neat an organized manner.
12. Provides membership information to members, guests, and prospective members, when able, or directs them to the member service desk.
13. Helps solve problems when minor incidents and member complaints occur and notify appropriate management personnel. Complete incident report accurately and thoroughly is applicable.
14. Establishes and maintains accurate communication with all participants, parents, and supervisor.
15. Actively participates in maintaining all necessary certifications and obtaining association requirement YMCA trainings.
16. Maintains a positive attitude and acts in a professional manner when interacting with members, program participants and other staff at all times.
17. Report member and guest comments, suggestions, complaints, concerns, and problems to supervisor in a timely manner.
18. Engage with all members, participants, and parents to build strong relationship towards the advancement of the Y
19. Assist in the Annual Campaign as needed
20. Other duties as assigned

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 30 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive, and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Salary: Part-time work schedule with a maximum of 28hrs a week, \$11.00/hr.

Contact: Amy Stearns, Director of HR & Risk, astearns@lansingymca.org