



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

YMCA Child Watch Facility Lead

General Function: Responsible for working with the Child Watch Coordinator to assist with the supervision & organization of Kids Gym/Tot Watch at specified branch while building relationships by providing excellent service to all individuals utilizing the facilities. Supervision, risk management, injury prevention and age-appropriate games/activities are the general functions of the job.

Duties and 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. Works with the Child Watch Coordinator on training & scheduling 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, and/or check in via online tablet while putting an emphasis on learning participants names)
8. Communicate the proper use of all equipment and rules to the staff and, when needed, supervision of participants.
9. Attends all Staff meetings as assigned
10. Be on time properly dressed with staff Y shirt & nametag and exemplify caring, honesty, respect, & responsibility for all assigned shifts.
11. Ensures program areas are kept clean, orderly, and attractive. Assign cleaning responsibilities as needed to accomplish this.
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

Salary: \$11/hr; part-time work schedule with a maximum of 28 hours a week

Benefits:

- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 12% retirement contribution upon eligibility
- Paid medical leave based on status and hours worked
- Paid YMCA risk required trainings

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)
- Completion of YMCA trainings within a required time frame. Trainings include:
 - CPR/AED, First Aid
 - Child Sexual Abuse
 - Harassment
 - Slips, Trips, and Falls
 - Blood Borne Pathogens

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.

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