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## YMCA OF METROPOLITAN LANSING

Job Title: **Association Child Watch and Family Activities Coordinator**

FLSA Status: Part-Time, Non-Exempt

Reports to: Krista Beyer

Branch: Association

Revision Date: October 2022

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### POSITION SUMMARY:

Responsible for supervision & organization of Child Watch and Family Activities at Parkwood, Oak Park, Westside 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.

### ESSENTIAL FUNCTIONS:

1. Hire, train and mentor Child Watch staff and adequately staff and schedule the Child Watch facilities.
2. Responsible for overseeing Child Watch schedules and helps provide coverage in staffing gaps when needed.
3. Greet each family, introduce self, and be responsible for following all procedures in the room, including the maintenance of ratios and enforcement of sign-in/out procedures.
4. Oversees facility leads and provides weekly and monthly check lists.
5. Maintain monthly statistics on attendance and reports monthly to the Supervisor.
6. Responsible for the overall child watch facility appearance and related equipment.
7. Assess supply needs and communicate these with supervisor.
8. Responsible for scheduling the rotation of toys that are needed to be replaced.
9. Creates monthly engagement calendars for child watch activities.
10. Responsible for creating and executing monthly family activities, Parents Night Out program, and events for members.
11. Establishes and maintains accurate communication with all participants, parents, and supervisor
12. Maintains a positive attitude and acts in a professional manner when interacting with members, program participants and other staff at all times.
13. Report member and guest comments, suggestions, complaints, concerns, and problems to supervisor in a timely manner.
14. Helps solve problems when minor incidents and member complaints occur and notify appropriate management personnel. Complete incident report accurately and thoroughly is applicable.
15. Ensures program areas are kept clean, orderly, and attractive. Assign cleaning responsibilities as needed to accomplish this.
16. Be on time properly dressed with staff Y shirt & nametag and exemplify caring, honesty, respect, & responsibility for all assigned shifts.
17. Other duties as assigned

### 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. 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. Requires a friendly, outgoing, and enthusiastic personality
2. Experience working with children ages toddler – 9 years of age required (Tot-watch participants as young as infant age)
3. Previous experience overseeing staff
4. Required YMCA trainings:
  - a. CPR/AED, First Aid – required within 30 days of employment
  - b. Child Sexual Abuse – required within 30 days of employment
  - c. Sexual Harassment – required within 30 days of employment
  - d. Slips, Trips and Falls – required within 30 days of employment
  - e. Blood Borne Pathogen – required within 10 days of employment
  - f. Hazard – required within 10 days of employment
5. Ability to respond to safety and emergency situations.

**Pay: \$12-\$13/hour depending on experience. (up to 20 hours a week)**

## **WORKING CONDITIONS:**

While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, shovel snow, plow snow, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, communicate and have visual acuity. The work is performed both indoors and out, and will require travel to various locations. Employee may be required at any time to wear personal protective equipment as dictated by the organization which includes but not limited to masks, face shields, etc.