



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **PLAY AND LEARN** childcare provider

FLSA Status: Part time

Reports to: Early Childhood Development Coordinator

Revision Date: 8-30-2019

POSITION SUMMARY:

Cares for children of members while their parents are using the facility in a positive, safe, and enjoyable environment. Provides a quality experience to children and parents that focuses on YMCA values: caring, honesty, respect, and responsibility.

Pay Rate Details: starting pay rate \$8/hr

ESSENTIAL FUNCTIONS:

1. Care for children ages 6 weeks to 6 years old for family or single parent family members.
2. Builds effective relationships with the members so they feel comfortable when leaving their children with confident and reliable child care providers.
3. Keeps accurate records of attendance, accident reports, and special needs as specified by parents.
4. Follows YMCA policies and procedures as explained in training with the Youth and Family Programs Director and as stated in the employee handbook. Responds to emergencies quickly.
5. Supervises the children, classroom, and all activities with keeping safety a top priority.
6. Maintains cleanliness of classroom and equipment.
7. Attends and participates in staff meetings and trainings.

PHYSICAL DEMANDS

Ability to perform all physical aspects of the position: walking, standing, bending, reaching, and lifting children. Ability to spontaneously lead and participate in classroom activities.



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YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

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.

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 discussions and meetings with Early Childhood Development Coordinator. Strives to meet or exceed goals and deliver a high-value experience for children.

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.

QUALIFICATIONS:

1. Previous experience working with children in a developmental setting preferred.
2. Ability to cultivate an environment of positive enrichment for children and parents; organize and implement age/developmentally appropriate activities.
3. MUST be 18 years of age or older and have a high school diploma/GED.
4. MUST have reliable transportation.
5. Up to date CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date (prior to starting date).
6. Previous experience with diverse populations preferred.
7. Required Background Check

I fully understand the above job description and its qualifications, and by signing, agree that I am able to fulfill the essential functions and physical demands of this specific job.

Print Name

Signature

Date