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## YMCA OF METRO NORTH CHILD WATCH STAFF MEMBER

Job Title: **Child Watch Staff**  
FLSA Status: Non Exempt  
Reports to: Child Watch Coordinator

Job Code: (unique to Y)  
Job Grade: (unique to Y)  
Revision Date: 02/04/2016

### POSITION SUMMARY:

Under the direction of the Child Watch Coordinator Child Watch staff are responsible for assisting in planning, developing, and implementing activities in the Child Watch program. All child watch staff guide the development of children, ensuring a safe, enriching, and healthy environment.

### ESSENTIAL FUNCTIONS:

1. Assists with the day-to-day operations of the Child Watch program, meeting all applicable state regulations and YMCA policies.
2. Meets the individual physical, social, emotional, and intellectual needs of the participants.
3. Maintains appropriate child to staff ratios as specified by the Melrose YMCA.
4. Provides careful, attentive supervision, and is alert at all times.
5. Manages program resources responsibly.
6. Uses a diverse selection of materials, equipment and experiences for all participants. These materials should be multicultural, nonsexist, and antibias.
7. Helps to implement activities, experiences, and routines, under the guidance of the Membership Director.
8. Helps to provide a program that adheres to all YMCA health and safety standards.
9. Helps to provide a program that exhibits high standards in cleanliness and presentation.
10. Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
11. Upholds the association's child protection policies, child abuse, and neglect guidelines and proper reporting procedures at all times.
12. Demonstrates appropriate decision making skills.
13. Demonstrates a working knowledge of the YMCA mission values, purpose, and goals.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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.



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Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. 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. Must be at least 16 years of age.
2. Must possess and demonstrate the ability to engage in all activities associated with the daily care, activities, and routines of program's children, including but not limited to interacting with children at floor level, physical education activities such as running, jumping, etc., lifting children and equipment.
3. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
4. Must be capable of directing daily administrative, program-related, and supervisory responsibilities of a Child Watch Program.

**Employee Signature:** \_\_\_\_\_

HOW TO APPLY: Please forward resume and application to:

Kelly Curtis

Membership and Community Outreach Director

Melrose Family YMCA

497 Main Street

Melrose, MA 02176

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