



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Winona Family YMCA

Job Title: **Child Care Staff**

Job Code: 703

FLSA Status: Non-Exempt

Job Grade: 1

Reports to: School Age Director

Revision Date: 3/2017, 4/2018, 2/2020

POSITION SUMMARY:

Provides direction for the program participants and implements program curriculum. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Supervises the children, classroom, and all activities.
2. Plans and implements daily lesson/activity plans within the established guidelines.
3. Communicates program needs and schedules changes in a timely manner.
4. Makes systematic observations and evaluations of each child.
5. Maintains positive relationships and effective communication with parents, children and staff.
6. Ability to transition small groups from one program area to another including pool, gym, classroom, recreation and outdoor spaces.
7. Maintains program equipment, required program records and housekeeping duties as necessary.
8. Attends staff meetings, trainings and program events as scheduled.
9. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
10. Safely transports children as needed, as directed by the Youth Development Coordinator. Observing the procedures and protocols.
11. Perform other related duties as assigned by your supervisor.

YMCA COMPETENCIES (Leader):

- **Change Leadership:** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.
- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is

community-focused and welcoming of all, providing community benefit.

- **Philanthropy:** Secures resources and support to advance the Y's work.
- **Volunteerism:** Engages volunteers and promotes social responsibility at all levels of the organization.
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.
- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Fiscal Management:** Manages the Y's resources responsibly and sustains the Y's nonprofit business model.
- **Functional Expertise:** Executes superior technical skills for the role.
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

QUALIFICATIONS:

1. Certifications required within 30 days of hire: CPR/AED and Child Abuse Prevention.
2. Preferred majors include education, RTTR, social work or other youth development related fields of study.
3. Previous experience working with children in a developmental setting preferred.
4. Ability to organize and implement age-appropriate/developmentally appropriate program activities.
5. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
6. At least 18 years of age.

PHYSICAL DEMANDS:

1. Ability to see and observe all sections of an assigned zone or area of responsibility.
2. Ability to participate in a wide variety of educational, athletic and recreational activities that may require including bending, reaching, stooping, sitting, standing, and walking.
3. Ability to lift equipment, and to lift a small to average size child.

SIGNATURE:

I have reviewed and understand this job description.

Employee's Name (please print)

Employee's Signature

Today's Date: _____

The Y: We're for youth development, healthy living, and social responsibility.