



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HOPKINS COUNTY FAMILY YMCA JOB DESCRIPTION

TITLE:	Administrative Assistant	DEPARTMENT:	Child Care
HOURS:	25/week	DIRECT SUPERVISOR:	Director of Youth Services
DATE EFFECTIVE:	August 1, 2021		

POSITION SUMMARY: Under the direction of the Director of Member Engagement, and consistent with the Christian Mission of the YMCA, Child Watch staff provides a quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring. Creates an environment based on fun, learning, and safety.

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:

- Supervise children up to 11 years of age.
- Represent the department by handling communications with parents and members.
- Identify individual needs of children and provide care accordingly.
- Encourage and involve children in appropriate group and/or individual play.
- Model and explain appropriate behavior. Address and redirect inappropriate behavior of children.
- Maintain participant attendance and other documentation as assigned.
- Ensure safety and cleanliness of equipment and facilities. Develop positive relationships with parents and participants providing motivational support and guidance.
- At the discretion of the Director of Member Experience, attend staff meetings and training to increase knowledge and skills.
- Follow all YMCA policies, rules, regulations and procedures, including emergency and safety procedures.
- Complete incident and accident reports as necessary.
- Exemplifies the YMCA core values of caring, honesty, respect and responsibility in all aspects of job performance and in relationships with others.

QUALIFICATIONS:

- Must be at least 15 years of age.
- Must have reliable transportation.
- Ability to effectively communicate with members, parents and children.
- Ability to exercise mature judgment and sound decision-making.
- Stay alert to potential safety and security problems.
- Ability to interact with diverse backgrounds.
- Must have the ability to handle multiple tasks simultaneously and to think and act quickly in emergency situations.
- Ability to obtain and maintain the following certifications: CPR/First Aid/AED within your first 90 days.

EXPERIENCE:

- Previous experience working with children ages newborn through 11 years.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to sit, stand and walk for long periods of time, to talk and hear, to lift and/or move up to 25 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, occasional bending or squatting. The incumbent is required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Also required is frequent hearing and talking, in person and on the telephone.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.