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HANOVER YMCA

Job Title: **Child Watch Associate – Gettysburg YMCA**

FLSA Status: Non-Exempt

Reports to: Childcare Program Assistant

Revision Date: August 2023

POSITION SUMMARY:

Provides childcare for the children of YMCA members and implements age appropriate activities. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility and caring.

ESSENTIAL FUNCTIONS:

1. Greet and check in members to the Child Watch Program
2. Ensure that parents sign their child in, fill in a name label and leave contact information
3. Supervise the children and all activities
4. Actively engage with participants
5. Implements activities within established guidelines
6. Ensure a safe and clean environment
7. Refer any parent issues/concerns to supervisor
8. Report any safety issues to supervisor
9. Maintain required program records
10. Attend and participate in staff meetings and staff training
11. Supervise toileting and complete diaper changes for infants and young toddlers
12. All other duties as assigned

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 fundraising.

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. 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. Prior experience working with children
2. Completion of all necessary background clearances
3. CPR and First Aid certifications within 30 days of hire
4. Ability to implement age-appropriate/developmentally appropriate program activities

Physical Demands:

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.

**PLEASE CONTACT BRITTANY RIDENOUR AT BRIDENOUR@HANOVERYMCA.ORG IF
INTERESTED IN THE POSITION OR HAVE QUESTIONS.**

I LOOK FORWARD TO HEARING FROM YOU!