



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CHILD WATCH LEAD

Job Title: **Child Watch Lead**

FLSA Status: Non-Exempt

Job Code: 202

Job Grade: Level 2

Reports to: Coordinator or Site Director

Closing Date: Open Until Filled

POSITION SUMMARY:

Provide leadership and accountability to a small child care department. Deliver a quality experience to children and parents focused on YMCA core values: honest, respect, responsibility and caring. Perform other departmental duties as assigned.

ESSENTIAL FUNCTIONS:

1. Supervise department level 1 staff, including corrective action/coaching. Ensure mandatory trainings and certifications are complete. Report staff concerns to supervisor.
2. Manage department inventory, supplies and equipment maintenance. Report all maintenance and cleaning concerns to cleaning personnel.
3. Schedule department staff in accordance with YMCA employment policies, inform supervisor of shift vacancies.
4. Provide safe supervision to participants and maintain a fun, welcoming environment.
5. Implement program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
6. Uphold program standards including safety and cleanliness standards.
7. Attend staff meetings and YMCA trainings as directed.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Minimum age of 18
2. Previous experience working with children in a supervisory setting preferred.
3. Work effectively with people of different backgrounds, abilities, opinions and perceptions.
4. First Aid, CPRPRO and AED; Child Abuse Prevention training within 60 days of hire.

PHYSICAL DEMANDS:

1. Ability to verbally lead group activities.
2. Adequate mobility, sight and hearing to effectively supervise program participants.
3. Sufficient strength and agility to perform essential functions of position including the ability to lift a child who weighs approximately 50 pounds.
4. Ability to perform essential functions which may involve, but not limited to the following activities: standing; sitting; semi-to-full reaching overhead; crouching; kneeling; carrying; twisting of the waist, shoulders and legs.

HOURS:

Part Time: Morning, Afternoon, Evening, Weekend availability required

PAY RATE:

\$9.00-\$10.00 DOE to start

LOCATION:

North Branch

TO APPLY:

Submit cover letter, resume and YMCA job application to:

erika.smith@ymcaofthesandhills.org

No Phone Calls Please