



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Date Posted:	November 4, 2011
Job Title:	Child Watch Assistant
Location:	Southwest YMCA at OCC
Position Type: (F/T or P/T; Exempt or Non-Exempt)	Non-exempt/Part-time Positions The Child Watch Program will be open 7-days a week; hiring for morning, afternoon or evening shifts
Job Requirements:	<p>General Functions: Under the direction of the Senior Wellness Director, the Child Watch Assistant safely and effectively supervises children of members and guests while they are using our facility. The Child Watch Assistant is responsible for the activities in the Child Watch program and provides a safe, well-rounded, enriching environment for infants and children.</p> <p>YMCA Family Department Quality Service Theme: By acting as role models and building lasting relationships, we make a positive difference in families' lives.</p> <p>Essential Duties and Responsibilities: The essential functions of this position include, but are not limited to the following:</p> <ul style="list-style-type: none"> · Create and maintain a physically and mentally safe environment of interest, confidence and support, within which children can grow. · Oversee supervision of all children; Maintain that children are never left alone; make sure all children are watched at all times. · Establish positive relationships with parents, children, volunteers, and other staff members; be a positive role model. · Oversee positive reinforcement and redirection of children. · Provide outstanding customer service by addressing customers concerns and implementing feedback. · Be familiar with the reception area for child check-in and check-out procedures. · Engage children in quality, age-appropriate program curriculum, weekly craft calendar, and lesson plans for daily program including themed units, arts & crafts, active games, and center-based learning. · Inventory, maintain supplies and supply requests under the direction of the department supervisor. · Maintain housekeeping in the Child Watch Center. · Be familiar with programs and special events throughout the facility and encourage families to participate. · Actively support and participate in YMCA functions as notified by the department supervisor. · Attend all required staff meetings and provide input. · Perform fire drills as required by the department supervisor. · Substitute for staff when needed. · Provide First Aid to children or staff when needed. · Actively pursue training and learning opportunities and certifications/trainings relating to the position; maintain current certifications required by the position. · Other duties as assigned by the department supervisor. <p>Experience and Education:</p> <ul style="list-style-type: none"> · Must be at least 16 years of age, and · Have prior experience working or volunteering with children ages 6 weeks - to 11 years old <p>Qualifications:</p> <ul style="list-style-type: none"> · Excellent communication (both verbal and written) and interpersonal skills are critical to the success of this position.

- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, creative thinking, and leadership skills.
- Ability to read, interpret and effectively communicate document, information and instructions such as safety rules, membership procedures, customer service, YMCA promotion and programs, and YMCA policies and procedures etc., train and instruct other staff members; promote the benefits of the YMCA, the facility and programs; and solve problems and take a leadership role in handling a variety of situations, problems, issues and/or complaints from members.
- Brings to this position maturity, responsibility and a sincere interest in working with people of all ages.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities, developmental milestones, and expectations of children ages 6 weeks – 11 years old.
- Ability to observe confidentiality.
- Able to work a flexible work schedule to include evenings and weekends.

Trainings & Certifications:

- Must hold CPR, AED, and First Aid (may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.
- Must attend and complete YMCA Child Abuse Prevention, Blood Borne Pathogens, New Employee Safety Orientation, Listen First, and Quality Service Training within the first 90-days of employment.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect on End Results:

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The Child Watch Assistant is committed to promote an enjoyable environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Participants will experience a safe and nurturing environment.

	<p>2. Programs will meet the needs of the Southwest YMCA community and the mission of the YMCA of Greater Syracuse.</p> <p>3. Strong relationships with parents and positive community image is developed</p> <p>4. All program activities are age-appropriate and program areas are safe and clean at all times</p> <p>5. High performing staff team with high rates of retention</p> <p>Physical Demands: Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, balance, stoop, crouch, kneel and climb. Ability to lift and/or carry and move up to 35 pounds (occasionally this could be more). Specific vision abilities required: close, color, distance, peripheral, depth perception and ability to adjust focus.</p> <p>Work Environment: Duties are performed in a childcare setting; at times childcare employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All childcare employees are required to follow the preventive health policies of the Child Watch Center at all times. The noise level in the work environment is moderate to above average</p> <p>Americans with Disabilities Specifications: 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.</p>
<p>Apply online by November 18 2011 to:</p>	<p>Jeff Mackey, Senior Wellness Director Southwest YMCA at OCC 4585 West Seneca Turnpike Syracuse, NY 13215 jmackey@syracuseymca.org</p>
	<p style="text-align: right;">Apply Now</p>