

## YMCA of Vincennes Job Description

**Position: Child Watch Attendant**

FLSA Type: Non-Exempt

Reports To: Child Development Center Director

Function:

Responsible for care and supervision of children ages six weeks to five years in Child Watch.

Qualifications:

Requires a caring and professional person able to relate well to children and parents. Must be physically able to actively play with children.

Principal Job Activities

1. Maintains a neat and organized Child Watch area.
2. Actively supervises and participates in activities with all children.
3. Maintains required records, e.g. attendance, payment.
4. Upholds all YMCA policies, procedures, standards and code of conduct.
5. Treats all children with dignity and respect.
6. Ensures required supplies available.
7. Communicates all suggestions, incidents and feedback to supervisor.
8. Uses appropriate forms of discipline.
9. Greets and informs parents and children.
10. Respects confidentiality when discussing issues concerning children.
11. Fulfills any functions designated by the Director of Business Operations for the betterment of the program and the ability of the YMCA of Vincennes to meet its mission.

Effect on End Result:

This position ensures that the YMCA of Vincennes provides a safe and nurturing Child Watch program to fully support the YMCA mission.

*I understand and accept that the above description represents my agreement as to the job to be performed.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

