



YMCA of Cass and Clay Counties Job Description

Position Title: PlayTown Staff
Department: Member Services
Classification: Non-Exempt
Pay Grade: 7

Supervisor: Member Engagement & PlayTown Coordinator
YMCA Leadership Level: Leader
Background Check: 1: SS, AKA, Criminal, Sex Offender
Revision Date: 01/28/2019

National YMCA Mission:

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

YMCA of Cass and Clay Counties' Mission:

The YMCA of Cass and Clay Counties is a not-for-profit community service organization dedicated to enhancing the spirit, mind and body of all persons through quality leadership, programs, services and facilities.

Position Summary:

This position is responsible for providing a safe, fun and inviting drop in childcare program for children ages birth to 8 years old while providing quality member service to their families.

Required Education, Certifications, Experience:

At least 16 year old; Within 90 days: 15 hours of basic childcare training through Childcare Aware, CPR and First Aid Certification for Adult, Child and Infant

Highly Desired Knowledge, Skills and Abilities:

Positive, effective, calm and professional communication with children, parents, members, staff and others - tailoring the communication style to the appropriate audience; The ability to work effectively with people of different backgrounds, abilities, opinions and perceptions; Excellent customer service skills; Self-motivated

Essential Functions - YMCA Competencies:

Communication and Influence ; Emotional Maturity ; Collaboration ; Functional Expertise ;

Essential Functions – Job Specific Competencies:

1. Greets and welcomes children and parents in a positive manner.
2. Leads children in developmentally appropriate activities while creating a fun and inviting program, assuring safe, close supervision of all activities.
3. Acts as a role model for children; Motivates children using positive discipline
4. Changes soiled diapers/clothing in a timely manner and per procedures.
5. Maintains and enforces the illness policy for children.
6. On check-out, communicates clearly with parents regarding child injuries, behavior problems or health concerns.
7. Completes accident/incident reports related to injuries or behavior programs and health concerns.
8. Maintains accurate records for child check-in and check-out.
9. Follows all emergency procedures as needed.
10. Properly cleans and stores games and toys utilizing proper disinfecting procedures

Other:

1. Works scheduled hours as determined by schedule and work demands. When unable to work, assures that staffing is appropriate, and any meetings or appointments that will be missed are notified or rescheduled. Notifies appropriate staff of absence. Changes e-mail and voicemail if required.
2. Attends mandatory work meetings and training sessions as required.
3. Maintains a neat and clean work area, free of hazards.
4. Follows YMCA Employee Handbook, Departmental, Organizational and Safety policies and procedures.
5. Wears name tag at all times as required.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided it does not impose an "undue hardship" on the employer.

- More than 50% of the time: Standing, walking, squatting, seeing, hearing, understanding, speaking, reading and writing the English language, pushing or pulling up to 25 lbs, lifting or carrying up to 25 lbs, tactile sense, twisting, bending, reaching above head, grasping, fine dexterity,
- Less than 50% of the time: Crawling, kneeling, running, working at heights, keyboard and mouse use, pushing or pull up to 100 lbs, lifting or carrying over 25 lbs, exposure to excessive noise, exposure to extreme temperature or humidity

The YMCA:

- Retains the right to change or assign other duties to this position.
- Is an Equal Opportunity Employer.
- Conducts pre-employment background checks on all employees.

Acknowledgement for Receipt of Job Description:

I understand that the above statements are intended to describe the general nature and level of work being performed by the individuals assigned to this position. They are not intended to be an exhaustive list of all duties, and I understand that there may be other duties requested of me. I have received a copy of this Job Description and have read and understand its contents and by signing below am stating that I can perform this position with or without accommodations. If I feel that I need accommodations – I have attached information regarding this.

Employee Name (Printed)

Employee Signature

Date