



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Babysitting Staff**
Department: **Membership Services**
FLSA Status: **Part-time, non-exempt**
Reports to: **Babysitting Staff**

Summary:

Under the direction of the Kid’s Korner Babysitting Coordinator, Staff will supervise children ages 6 weeks through 12 years, while their parents are using the YMCA facility.

Essential Functions:

- Maintain a professional and positive relationship with members, parents, and staff
- Supervise children (6 weeks through 12 years)
- Assume responsibility for the safety of the children at all times
- Uphold the YMCA principles of character development and customer service
- Work with other staff and trades to ensure a safe, enriching and healthy environment
- Responsible for supervision of trades
- Will implement developmentally appropriate activities ensuring the children’s safety
- Keep the room clean and toys sanitized
- Assume any other duties as directed by your supervisor
- Maintain payment cards
- Keep clear and accurate records including all safety reports
- Meet and communicate pertinent information weekly with supervisor
- Maintain and keep records of who is the room at all times

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 fund-raising.

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:

- Must have high school diploma or GED equivalent
- Committed to the YMCA Mission and Values
- Strong organizational and communication skills
- Ability to work as a team & be willing to work flexible hours during hours of operation
- Able to bend, stoop, kneel, sit on floor with children, stand for long periods of time, lift 50 pounds at least 3 feet off the ground
- CPR and First Aid desired
- Must be willing to work evenings and Saturdays

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____