



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

METROWEST YMCA JOB DESCRIPTION

Job Title: **Child Watch Assistant**

FLSA Status: Part-Time Hourly

Reports to: Director of Family Engagement

Location: Framingham, MA

Salary: Starting at \$15.00 per hour based on experience

POSITION SUMMARY:

Child Watch Assistants engage with and provide supervision to the children in the care of the Child Watch program. Child Watch Assistants provide a friendly, inviting, and supportive environment for the children.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Maintain a safe and clean environment at all times.
- Assist in the separation of children from parent as they are dropped off.
- Redirect children who are behaving inappropriately and anticipate and proactively intervene to prevent accidents and incidents.
- Work with children in adjusting to the Child Watch room.
- Initiate group activities including reading, arts and crafts, blocks, etc. as is appropriate for the children involved.
- Take children to and/or from specialty classes as directed by and with the knowledge of the Child Watch supervisor.
- Assist in opening and closing procedures as is appropriate for scheduled shift.
- Assist with administrative tasks including sign-in and out procedures as requested by Child Watch Coordinator.
- Follow procedures and policies specific to the Child Watch room.
- Follow emergency procedures and report all accidents or incidents immediately and according to the policies of the organization.
- Provide coverage for one's scheduled shift in the event of an absence by contacting other staff and inform the Child Watch Coordinator in advance of such absences.
- Attend staff meetings and trainings as scheduled and required.
- Apply the YMCA's core values: caring, honesty, respect and responsibility to all functions and responsibilities.
- Represent the MetroWest YMCA in a positive and professional manner at all times.

QUALIFICATIONS:

- Must have experience working with children ages 2 months to 10 years old
- Must be able to respond to critical situations
- Must be able to communicate verbally with children, parents, and other staff members

ABUSE RISK MANAGEMENT:

Employees who directly supervise youth will:

- Adhere to policies related to boundaries with youth
- Attend required abuse risk management training
- Adhere to procedures related to managing high-risk activities and supervising youth
- Report suspicious or inappropriate behaviors and policy violations
- Follow mandated abuse reporting requirement

WORK ENVIRONMENT & PHYSICAL DEMANDS:

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.

- Employee must be able to see, hear, and remain alert
- Employee must be able to walk, stand, bend, sit, stoop, and get up and down from the floor
- Employee must be able to lift 25 pounds including lifting and/or carrying children and equipment as needed

I have read the above job description and have had the opportunity to ask questions to clarify any part of it which is unclear to me. I understand what is expected of me in this position.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____