

# Job Description

Position Title: Child Watch Staff

Department: Child Watch

Qualifications/  
Requirements: Must be 18 years or older. Blood borne Pathogens and Child Abuse Protection Training. CPR (infant and child) and First Aid Certifications a plus.

Duties: Under the direct supervision of the Marketing & Development Director, the Child Watch staff shall care for the children in their charge which may include, but is not limited to the following responsibilities:

- Responsibilities:
- Build Relationships
  - Teach and demonstrate Caring, Honesty, Respect and Responsibility
  - Represent the Grants Pass Family YMCA, its policies and procedures
  - Dress appropriately (casual, yet professional)
  - Pick up trash
  - Be on time for all shifts
  - Be able to enforce policies and guidelines in a professional manner
  - Be warm and gentle with all children
  - Complete accurate incident reports as needed
  - Make eye contact with everyone who enters the Child Watch area
  - Cordially greet all attendees (by name, if possible)
  - Be sure all children are signed in properly and you know where the parents will be
  - Verify there is a child record for each child
  - Verify who will be picking up the child(ren) and that they are on the child record
  - Interact with the children in a positive and nurturing manner
  - Promote interactive activities such as games or crafts when appropriate
  - Be sure all activities are safe and age appropriate
  - Collect payments as needed
  - Maintain accurate records of sign in/out and money collected
  - Keep the room neat and clean throughout your shift and when leaving
  - Disinfect all toys regularly
  - Decorate the bulletin boards encouraging the children to help you
  - Dispose of worn and inappropriate toys
  - Acknowledge attendees and parents as they leave the facility
  - Turn in completed paperwork and money collected to the front desk after each shift
  - Attend all scheduled staff meetings and required trainings
  - Other tasks as needed

I accept the position as described above.

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Employee Signature

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Date