



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF ITHACA AND TOMPKINS COUNTY JOB DESCRIPTION

Job Title: **Childcare Staff**

Shifts: Part Time

FLSA Status: Non-exempt

Starting Pay Rate: \$13.00 per hour

Reports to: Senior Youth Development Director

Revision Date: 4/21/21

Primary Function/Department: Youth Development

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Childcare staff at the YMCA of Ithaca and Tompkins County create a safe and positive atmosphere that welcomes and respects all individuals while providing a safe, nurturing, creative, and fun experience in accordance with YMCA policies and procedures. Childcare staff supervise children in the childcare rooms; planning and facilitating activities and ensuring that all needs are being met.

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:

1. Actively supervise and engage with children in your care; responding to their needs in a positive and engaging manner.
2. Ensure the safety and security of children at all times. This includes observing sign-in and out procedures, checking identification, ensuring all policies and procedures are followed.
3. Develop and maintain a high level of communication and positive relationships with childcare team and families.
4. Handle discipline/behavior issues in accordance with YMCA behavior management procedures and promptly communicate with parents/guardians regarding camper progress and behavior.
5. Develop and execute detailed daily lesson plans, activities, and events based on accepted practices that promote quality experiences, fun, and skill-based learning.
6. Know and review all emergency procedures and respond to emergency situations immediately in accordance with YMCA policies, procedures, and completes related reports as required.
7. Maintain program records and reports (behavioral reports, incident reports, tally sheets, open/closing checklist, 'My Day at' form, emergency cards, etc., and sign-in & sign-out sheets).
8. Demonstrate and incorporate the YMCA core values of honesty, caring, respect, and responsibility.
9. Actively promote YMCA camp programming throughout the community.
10. Maintains all camp program spaces and supplies
11. Knows, understands, and consistently applies safety rules, policies, and guidelines for all camp programs. This includes the YMCA's Child Abuse Prevention protocols.
12. Maintain a clean and safe room/area. Including, but not limited to, sanitizing, garbage removal, vacuuming, mopping etc.



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13. Attends all mandatory training and meetings
14. All other duties as assigned

PERFORMANCE EXPECTATIONS:

- Nurture children through purposeful activities dedicated to build a sense of achievement and belonging.
- Cultivate positive and supportive relationships; Communicate effectively with families and children concerning activities/lesson plans, schedule changes and children's behavior needs, upcoming events, etc.
- Supervise and monitor the behavior of program participants. Enforce rules and regulations and apply appropriate disciplinary measures as needed.
- Provide a welcoming, nurturing environment in which everyone feels comfortable.
- Ensure a quality experience for members, guests, and others
- Exceed expectations; respond to concerns and complaints in a positive manner that makes each person feel valued.
- Utilize effective personal behaviors and communicate effectively; treat everyone with courtesy, respect, and consideration. Display integrity and communicate in a clear, pleasant, & positive manner.
- Observe the Y's values of Honesty, Respect, Responsibility, & Caring.
- Be actively open and willing to learn and grow; accept constructive criticism; work cooperatively as a team member; embrace change in a positive and accepting manner.
- Utilize Y Best Practices & applying Y Attributes to role model for all youth and adult members, guests, & other staff. Conduct and reflect Y appropriate behavior at all times including language, topic of conversation, clothing etc.

QUALIFICATIONS:

- Minimum of 16 years of age.
- Red Cross Professional Rescuer CPR/AED, First Aid, and Emergency Oxygen Administration certifications. (YMCA provides training at no or reduced cost)
- Previous experience in a group child care setting, and/or education in a related field.
- Previous experience with diverse populations preferred. Ability to develop positive, authentic relationships with people from different backgrounds.
- Work/volunteer history that demonstrates strong work ethic, punctuality, and reliable attendance.
- Excellent interpersonal and problem-solving skills.

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.

Walking, stooping, writing, bending, sitting, standing, running, hearing, looking, carrying 50+lbs, climbing, kneeling, & any other reasonable activity involved with engaging and caring for children ages 6 weeks thru 9 years.

ADDITIONAL BENEFITS:

- 403B Tax-Deferred Retirement Savings Plan through YMCA Retirement Fund
- Free individual YMCA membership.
- 50% off YMCA program registrations
- Closed most major national holidays including Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.