



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Cleveland County Family YMCA Job Description**

**Position Title:** Childwatch/Kid-Zone Specialist  
**Branch:** Dover Foundation YMCA  
**Reports To:** Family Programs Director

**Exempt Status:** Non-Exempt (PT)  
**Primary Function:** Youth Development  
**Leadership Level:** Team Leader

### **POSITION SUMMARY:**

Under the supervision of the Family Programs Director and consistent with the Christian mission of the YMCA, the Childwatch/Kid-Zone Specialist will host and oversee all aspects of their assigned shifts with the Family Program of Childwatch and/or Kid-Zone. This position will help to build relationships with members, program participants, staff, and volunteers to ensure the best YMCA experience is provided. Candidates must be able to work several shifts a week during the times of Monday-Friday 8:00 AM-12:00 PM, 5-7:00 PM or Saturday 8:00 AM-12:00 PM. (Preference given to those who can serve weekday morning shifts.)

### **KNOW HOW:**

- Ability to represent the YMCA in a mature and professional manner, holding true to a commitment to the YMCA's mission, values, philosophies and ideals.
- Must be 16 years of age with one year of experience working with children.
- Strong skills in human relations and program implementation.
- Strong and professional communication, interpersonal and organizational skills.
- Proven ability to work with diverse situations and as a team member.
- Trainings and Certification Requirements: Infant/Child/Adult CPR, AED, First Aid, New Staff Orientation, Child Abuse Prevention, Blood-Borne Pathogens and other ongoing YMCA trainings. (All trainings and certifications must be held or obtained within the first 60 days of employment. Failure to comply with attending trainings and obtaining and maintaining current certifications will result in pay reduction or possible termination.)

### **ESSENTIAL FUNCTIONS:**

- Contributes to the fulfillment of the YMCA's mission and the YMCA's core values of caring, honesty, respect, responsibility, and faith.
- Provides leadership and supervision of the Cleveland County Family YMCA Family Programs at respective branch location.
  - Ensures the well-being of all children in the Family Programs.
    - Learns and uses the names of each child attending during the shift.
    - Changes all dirty or wet diapers during shift (as applicable)
    - Interacts with each child attending during shift.
    - Maintains structure and order to ensure safety standards are being met.
  - Builds and maintains strong, positive relationships with participants and parents.
    - Actively engages parents in conversation
    - Maintains parental communication about child's progress in programs (positive, negative, and necessary discipline)

- Maintains high standards of cleanliness and organization of all office, storage and program areas.
  - Cleans and sanitizes any applicable areas, including bathrooms, at the end of every shift.
  - Cleans and sanitizes all toys at the end of every shift (when applicable)
  - Cleans and sanitizes all tables, chairs, and counter tops at the end of every shift (when applicable)
  - Vacuums the carpet at the end of every shift (when applicable)
  - Cleans the gym floor at the end of every day (when applicable)
  - Cleans and organizes equipment and storage at the end of every shift.
- Maintains high standards of program quality
  - Maintains high standards of group control, image, activity and game leadership and enthusiasm.
  - Leads and organizes intentionally structured activities everyday (games, singing and music, coloring, story-time, etc.)
  - Insures safety during programs
  - Creative programming
  - Promotes fun and enthusiastic environments
  - Teaches character development.
- General administration
  - Attends all Family Program staff meetings
  - Takes initiative, problem solves and keeps Senior Family Programs Director informed
  - Reports total number of children attending every shift
  - No cell phones
  - No homework
  - Follows the standard chain of command when addressing issues, specifically addressing your direct supervisor first
  - Completes all other tasks as directed by the Senior Family Programs Director
- Enforces YMCA policies, rules and procedures.
- Attends staff meetings and trainings.
- Actively promotes the annual We Build People campaign.
- Other duties as assigned.

#### **YMCA COMPETENCIES (TEAM LEADER LEVEL):**

- |                     |  |
|---------------------|--|
| ● Relationships     | ● Innovation                           |
| ● Communication     | ● Quality Results                      |
| ● Developing Others | ● Functional Expertise (Healthy Living |
| ● Inclusion         |  |

#### **PHYSICAL DEMANDS:**

- Smile.
- Walk, stand, and sit (including on the floor) for long periods of time.
- Potential exposure to communicable diseases and bodily fluids.
- Lift or carry up to 50 pounds in weight (with assistance).
- Stand or sit while maintaining alertness for several hours at a time.
- Bending, leaning, kneeling, and walking.
- Speak concisely and effectively communicate.

- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

**END RESULTS:**

- The mission of the YMCA is fulfilled within all member service and family program areas.
- Quality run family programs.
- Increased professionalism of YMCA services.
- Satisfactory attainment of the YMCA's goals and objectives.
- Growth in membership, high member satisfaction, increased member retention and loyal YMCA members.

*For more information please contact Erik Smith at [esmith@CleveCoYMCA.org](mailto:esmith@CleveCoYMCA.org) or 704.669.3630*

***To apply for this position, complete an online application [HERE](#) .***

The YMCA: We're for youth development, healthy living, and social responsibility.  
YMCA Mission: Helping all people reach their God given potential in spirit, mind and body.