



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

Job Title: YMCA Child Care Professional
Classification: Non-exempt Seasonal
Supervisor: Director of Youth Development

General Function

Under the direction of the Director of Youth Development, the YMCA Child Care Professional is responsible for supervising the Child Care area as directed. Child Care Professionals are responsible for implementing the YMCA Child Care standards and adhering to all YMCA policies and procedures. The YMCA standards along with existing policies and procedures provide the foundation for our excellent child care program for school-age children.

Skills & Qualifications

The YMCA Child Care Professional must be at least 18 years of age and enjoy working with children. The Child Care Professional must also obtain current First Aid and infant/child/adult CPR certifications within one month of employment.

Essential Functions:

1. Acknowledge each parent and child by name upon arrival and departure of the site. Give parents positive and negative feedback regarding their child every time they depart the site.
2. Supervise and interact with the children at all times.
3. Maintain attendance records.
4. Maintain a safe and clean environment on a daily basis.
5. Follow the Bloomington Normal YMCA Personnel Policies and procedures.
6. Record and report any accident, incident, injury or important information to the Director of Youth Development immediately.
7. Maintain a positive and professional attitude toward parents, children, other staff and school faculty.
8. Work at School Break Days as assigned by the Director of Youth Development.
9. Be sensitive to each individual child's needs.
10. Attend staff meetings and assigned trainings.

11. Promote the Y-PALS, School Break Days and Summer Day Camp programs.
12. Fulfill the mission of the YMCA by emphasizing character development and specifically the YMCA core values of caring, honesty, respect and responsibility.
13. Work child care shifts as assigned by the Director of Youth Development.
14. If unable to work an assigned shift, staff members must find a substitute and notify the Director of Youth Development of the change. All absences must be reported at least three hours prior to the scheduled start of the shift. Absences not reported three hours prior to the scheduled shift and absences not approved by the Director of Youth Development will be considered unexcused and result in disciplinary action.

EFFECT ON END RESULT

1. The quality of the YMCA Child Care Program will be enhanced and be recognized in the community.
2. Parents and children will be happy and satisfied with the program resulting in high retention rates.

Employee Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____