*Child Watch Attendant
Job Description*

Job Title: Child Watch Attendant

FLSA Status: Non- Exempt

Reports to: Membership Director

**Position Summary**

To provide a safe, supervised play environment for the children of the YMCA members while parent(s) or guardian(s) is on the premises. Children’s ages range from infant through eight years of age.

**Responsibilities**

1. Attendants will be responsible for the safety and wellbeing of each child under their watch.
2. Ascertain that all appropriate forms are completed by parent/guardian.
3. Monitor the parents to insure they sign in and out for their children.
4. All attendants must be thoroughly familiar with all emergency procedures and know how to use the system.
5. Enforce health codes and good hygiene.
6. Sanitize toys and pay surfaces.
7. Wipe down restroom at the end of each shift.
8. Take trash out at the end of each shift.
9. Everyone on duty will take his/her job seriously and perform it conscientiously.
10. Follow and enforce all policy and procedures for the Child Watch program.
11. Hours will be assigned to all attendants by the Membership Coordinator or Director.
12. All attendants are responsible for finding a substitute for themselves in the event they are unable to work. Notify the Supervisor as soon as possible of any substitutions.
13. When staff meetings are held, all staff are expected to attend.

**Requirements**

1. Must be 18 years of age.
2. CPR/First Aid Certified within 60 days of hire.
3. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; and taste or smell. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, crawl, and talk or hear. 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 essential functions.
4. The employee must occasionally lift and/or move up to 25 lbs.
5. Ability to work independently.
6. Must have adequate vision to effectively review documents in varied formats i.e.…paper and digital.
7. Must have adequate hearing to respond to members and interact with the public.
8. Must be able to work in an environment with high levels of activity and moderate to high noise levels.
9. Drug Free as outlined in the Y’s Substance/Alcohol Abuse and Testing Policy.

I have read and understand the above job description for the job I have been hired.

Employee Signature

Date

Supervisor Signature

Date