



# James Family Prescott YMCA Position Description

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Position Title: Child Watch Attendant  
Reports To: Membership Director  
Department: Membership

**General Function:** Under the supervision of the Membership Director, the Child Watch attendant is responsible for the management and care of the children in Child Watch. Attendants must follow guidelines and established policies set forth by the YMCA Board of Directors, Executive Director and the Membership Department.

**Know How:**

- Must be at least 18 years old
- Must be CPR/First Aide Certified
- Must complete OSHA, New Staff Orientation and Child Abuse Recognition Trainings
- Must be able to follow instructions as given by the Membership Director
- Must have a temperament suitable for working with children and parents
- Must possess excellent verbal and written communication skills
- Must be responsible for all sign in/out sheets and files

**Principle Activities:**

- Supervise and interact with children by being up and moving around
- Be responsible for the emotional and physical well-being of each child
- Record daily attendance and keep constant head count of children
- Report accidents, incidents or other issues that arise to the Membership Director
- Communicate with parents daily regarding any injuries, triumphs, etc.
- Maintain equipment and property and notify Membership Director of needs as they arise

**Work Environment & Physical Demands**

- Ability to perform essential clerical functions which may involve, but not limited to the following activities: standing for 4 hours or more, sitting, semi – reaching to full-reach overhead; crouching; kneeling; carrying, working in narrow and/or confining spaces; twisting of the waist, shoulders, and legs.
- Lift 25 pounds using proper technique
- Must have adequate hearing to respond to members, parents and interact with the children
- Must have legible handwriting so that written materials can be easily understood by those reviewing.
- Ability to read and interpret instructions, procedures, manuals, and other documents.
- Must be able to work in an environment with high levels of activity and moderate to high noise levels

\_\_\_\_\_  
Child Watch Attendant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Membership Director Signature

\_\_\_\_\_  
Date

Updated 12/19/16

**The Y: We're for youth development, healthy living and social responsibility.**