

Kosciusko Community YMCA
JOB DESCRIPTION

Babysitting

Reporting Relationship: Coordinator of Childcare Services

FLSA Type: Non-Exempt

Mission Statement: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

GENERAL FUNCTION

Under direct supervision of the Coordinator of Childcare Services and in cooperation with the directors and the management team, the Babysitter will provide a clean, safe environment for children in their care while parents are using the YMCA facilities.

SPECIFIC FUNCTION

- ___1. Ensure the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment and regular practice of fire drills and other emergency situations
- ___2. Create a pleasant, inviting atmosphere in which children feel comfortable and secure.
- ___3. Provide for the daily physical and emotional needs of every child.
- ___4. Provide positive guidance to help children develop the ability to be self-disciplined without corporal punishment.
- ___5. Ensure child care routines related to diapering, potty training and hand washing are carried out in a prompt and hygienic manner.
- ___6. Ensure parents receive adequate information about their child's experiences at the Kids Station.
- ___7. Maintain current written records including attendance, registration forms, etc.
- ___8. Contribute to the operation of the Kids Station by participating in staff meetings, trainings, and making suggestions for improvement.
- ___9. Follow all policies and regulations for child care as set forth by the YMCA. Implement new policies and procedures as required.

- ___ 10. Assist in the cleaning of all toys, materials, space and equipment.
- ___ 11. Assist in keeping essential items stocked by notifying supervisor(s).
- ___ 12. Responds to emergency situations in accordance with YMCA policies and procedures. Completes incident and accident reports as required
- ___ 13. All Babysitting staff are permitted to bring their own children to work with them with the understanding that their own children must abide by all the rules pertaining to all other children in the babysitting area. If there is a problem with their children, they will be asked not to bring them.
- ___ 14. All other duties as required.

EDUCATION/ EXPERIENCE

Must be a high school graduate or equivalent, at least 18 years of age, or a student working with the co-op program. Previous experience supervising children with a general knowledge of childhood developmental stages. Must have strong interpersonal and communication skills and be able to multi-task.

CERTIFICATIONS

Standard First Aid and CPR Certification

DISCLAIMER

SIGNATURES

Babysitter – Kids Station Date

Coordinator of Childcare Services Date

Date: 1/2005
 Revised:
 Location: