



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SUPERIOR DOUGLAS COUNTY FAMILY YMCA – JOB DESCRIPTION

Job Title: Kids Club Attendant
FLSA Status: Non-Exempt
Job Type: Part-Time
Reports to: Child Care Director
Revision Date: 03/12/2024

Summary/Objective

The Kids Club Attendant is required to adhere to and implement the mission, goals, and values of the Superior Douglas County Family YMCA within the local community. This involves delivering high-quality experience to the participants and parents. The Kids Club Attendant supervises and guides a child's development in a safe and healthy environment.

Our Culture

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Essential Functions

- Provides high quality customer service to all members, guests, and children in Kids Club.
- Builds effective, authentic relationships with participants and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
- In conjunction with the other staff, problem solves and responds in an appropriate and respectful manner to any questions or concerns brought forth by members, staff, kids, or guests.
- Communicates with parents for necessary diaper changes, hands out appropriate snacks with parent permission, brings children to gym, teaches craft activities, and cleans the Kids Club area.
- Manages child check-in and check-out, keeps accurate attendance data, communicates with parents of the child.
- Troubleshoots problems that arise, appropriately handles all incidents, communicates with supervisors and coworkers clearly and effectively.

- Participates in day-to-day tasks and activities alongside coworkers while following all policies and procedures outlined by the YMCA and Kids Club. Interacts with kids on their level in an age-appropriate manner.
- Follows all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- Works shifts during events such as Parent's Day/Night Out and Fun Days at the Y, where participants are in attendance for longer periods of time while still abiding by the Y's policies and procedures.
- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

YMCA Competencies

- Values: Accept and demonstrate the Y's values
- Community: Desire to serve others and fulfill community needs
- Inclusion: Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Relationships: Build rapport and relate well with others
- Developing Others: Take the initiative to assist in developing others
- Decision-Making: Make sound judgments, and transfer learning from one situation to another
- Change Capacity: Demonstrate an openness to change, and seek opportunities in the change process

Supervisory Responsibility

This position does not supervise any staff or volunteers.

Work Environment

The Kids Club Attendant works in our Kids Club room and gym. The work will be at least 90% of the time with children in our Kids Club location.

Physical Demands

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.

- The Kid's Club Attendant is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

Kids Club Attendant is a part-time position and hours of work will vary based on the needs and hours of Kids Club.

Travel

This position does not require travel.

Required Education and Experience

- One or more years of experience working with youth ages infant – 8 years of age
- Minimum 16 years of age or 15 with displayed maturity
- CPR, First Aid, AED certifications and Child Abuse prevention training (must receive within 60 days)
- Enthusiasm, patience, creativity, common sense, and a commitment to working with children
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

Preferred Education and Experience

High School Diploma

Additional Eligibility Qualifications

Must be able to pass a background check.

EEO Statement

The Superior Douglas County Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____