



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BURLINGTON AREA YMCA JOB DESCRIPTION

Job Title: **Child Care Worker**

Job Code: (unique to Y)

FLSA Status: Non-Exempt

Job Grade: (unique to Y)

Reports to: Community Director

Revision Date: 07/30 /2016

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### POSITION SUMMARY:

Provides direction for the children in the classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

### ESSENTIAL FUNCTIONS:

1. Implements curriculum with the established guidelines.
2. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
3. Supervises the children, classroom, and all activities.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Maintains required program records.
6. Adheres to program standards including safety and cleanliness standards.
7. Attends staff meetings and trainings.
8. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies.
9. Follow the State Licensing Childcare Standards and Procedures.
10. Cultivates positive relationships and maintains effective communication with parents, children, and other staff. Models relationship-building skills in all interactions.
11. Perform other duties as assigned.

### YMCA COMPETENCIES (Leader):

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships with volunteers and staff. Supports fundraising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. High school graduate or equivalent.
2. Previous experience working with children preferred.
3. At least 18 years of age (Age minimum may be higher depending on state laws.)
4. CPR, First Aid, Universal Precautions, and Child Abuse Prevention training within 30 days of hire.
5. Current physical exam.
6. Fingerprinting within 60 days of hire.
7. Six professional development DHS approved credits each year.
8. Ability implement age-appropriate/developmentally appropriate program activities.
9. Flexibility and ability to work independently while cooperating with other staff, participants and volunteers.
10. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**PHYSICAL DEMANDS**

1. Ability lead, and participate in activities.

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Employee Signature

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Date

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Supervisor Signature

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Date