



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Childwatch Coordinator**

Leadership Level: Team Leader

Status: Hourly F/T

Reports to: Teen, Youth & Family Director

Pay Range: \$18-\$20/hr

FLSA Status: Exempt

Department: Youth & Family

Revision Date: 2/7/2023

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility. Develops, organizes, and implements high-quality YMCA Youth & Family program(s).

ESSENTIAL FUNCTIONS:

- Promotes a professional work environment through character development by modeling the values of caring, honesty, respect, and responsibility.
- Provide leadership and supervision to Stay and Play (Child Watch), including but not limited to scheduling, supervising, and evaluating staff, program development and implementation; marketing, and communication.
- Serve as a liaison between parents (members) and the YMCA.
- Plan, coordinate and lead all branches with the Youth, Family, and Teens director programs to include: Parent's Night Out, Family Events, Birthday Parties, etc.
- Work roughly 50% of the time frontline providing direct service in Stay & Play including weekends.
- Assure compliance with federal, state, and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensure that YMCA program standards are met and safety procedures are followed in the program area.
- Provide upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living and an inviting environment.
- Respond to all parent and community inquiries and complaints in a timely and professional manner.
- Compile program statistics by Monitoring and evaluating the effectiveness of the program.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Bachelor's degree in a related field or equivalent.
- Two years of related experience preferred, as a coordinator or supervisor of child care programs.
- Minimum age of 21.
- Requirements within 30 days of hire include completion of Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.

- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Sufficient strength, agility, and mobility to perform essential functions of position and to safely supervise children’s activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Date