



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Stay & Play Lead**  
Leadership Level: Leader  
Status: P/T  
Reports to: Member Services Coordinator

Pay Range: \$15-\$25  
FLSA Status: Non-Exempt  
Department: Member Services  
Revision Date: 4/12/2022

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## POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to nurturing the potential of children, promote healthy living, and foster social responsibility. Under the direction and supervision of the Member Services Coordinator, the lead staff will assist in planning, developing, and implementing all curriculum and program activities in the Stay & Play program.

## ESSENTIAL FUNCTIONS:

- Engages with children while keeping supervision of group.
- Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families.
- Cultivates positive relationships and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
- Manages Stay & Play area inventory, supplies and equipment maintenance. Report all maintenance and cleaning concerns to cleaning personnel.
- Cleans and sanitizes Stay & Play area and toys appropriately.
- Maintains required information during check-in and check-out process.
- Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
- Attends and participates in mandatory monthly staff meetings, as well as staff trainings.
- Comfortable and confident working with children ranging in ages 6 weeks to 12 years.
- Adheres to YMCA's core values of caring, honesty, respect, and responsibility.
- 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:**

- At least 21 years of age.
- Experience working with children aged 6 weeks to 12 years highly preferred.
- CPR, First Aid, AED certifications and Child Abuse prevention training within 90 days of hire date.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate activities within Stay & Play area.
- Must possess and demonstrate the ability to engage in all activities associated with the daily care, activities, and routines of the program’s children, including but not limited to:
- interacting with children at floor level, physical education activities such as running, jumping, etc., lifting children and equipment, and participating in outdoor activities.
- Experience developing positive and authentic relationships with people from different backgrounds.
- Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).
- Must be able to meet the background requirements which include a criminal background check, drug test, and a Child Protective Services Check.
- Must have availability Monday – Sunday and can work varying hours.
- Must be available to work at least five, four-hour shifts per week.

**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 the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.

**SIGNATURE:**

I have reviewed and understand this job description.

Employee’s name \_\_\_\_\_ Employee’s signature \_\_\_\_\_

Today’s date: \_\_\_\_\_