



## PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

**JOB TITLE:** Senior Babysitter  
**LEVEL:** 3  
**SUPERVISOR:**  
**DATE:**

**JOB CODE:** 4110P  
**FLSA STATUS:** Non-Exempt  
**LOCATION:**

### POSITION PURPOSE

The Senior Babysitter is responsible for the care and supervision of children while family member(s) are participating in YMCA programs; assisting in the implementation of daily program activities; ensuring a safe environment and age appropriate activities; monitoring children and being aware of whereabouts at all times. Serve as a leader in customer service and program delivery; providing supervision of staff as assigned.

### ESSENTIAL FUNCTIONS

- Oversee the safety and location of all children at all times.
- Support and adhere to Kid Zone philosophy and policies. Provide nurturing care that focuses on child development.
- Actively participate with children in all activities. Ensure proper cleanup and maintenance of toys, materials, supplies and equipment on a daily basis.
- Encourage children to be involved in constructive activities throughout their stay.
- Maintain sensitivity and patience with the children and parents and provide care to meet individual child's needs.
- Notify babysitting coordinator of any personal or programmatic problems and suggestions.
- Participate in maintaining accurate and timely records, information and communication to the parents.
- Greet parent/guardian upon arrival and departure. Ensure proper sign in/out including membership card check at both check in/out.
- Enforce all Kid Zone rules with parents and children. Report any continued misbehavior to the babysitting coordinator.
- Supervise Kid Zone staff as assigned.
- Assist the Kid Zone Coordinator with planning, preparation and implementation of monthly theme activities and schedule.
- Perform other related duties as assigned.
- Maintain confidentiality.
- Complete incident reports in accordance with policy and procedure.
- Attend staff meetings and trainings as required.
- Participate as a member of the YMCA team and contribute to the attainment of the mission.

### OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion

- Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

**ENVIRONMENTAL CONDITIONS**

Exposure to high levels of noise, occasional exposure to weather

**PHYSICAL REQUIREMENTS**

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, children, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 50-75 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to clearly see at 20 inches or less and 20 feet or more

**REQUIREMENTS**

- High school graduate or equivalent, at least 18 years of age with some experience working with children.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

**OTHER**

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

<b>CARING</b>	Showing a sincere concern for others.
<b>HONESTY</b>	Be truthful in what you say and do.
<b>RESPECT</b>	Follow the Golden Rule.
<b>RESPONSIBILITY</b>	Be accountable for your promises and actions.

**OUR MISSION**

To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_