



PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

JOB TITLE: Babysitter
LEVEL: 2
SUPERVISOR: Kathy Hogga
DATE: March 16, 2017

JOB CODE: 4100P
FLSA STATUS: Non-Exempt
LOCATION: Phoenixville

POSITION PURPOSE

The 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. Ensure a safe environment and age appropriate activities; monitoring children and be aware of whereabouts at all times.

ESSENTIAL FUNCTIONS

- Under direct supervision, oversee the safety and location of all children at all times.
- Under direct supervision, 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.
- Under direct supervision, enforce all Kid Zone rules with parents and children. Report any continued misbehavior to the babysitting coordinator.
- Assist the babysitting 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

- 2-3 years of high school completed with guidance counselor recommendation and at least 15 years of age.
- 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:

CARING	Showing a sincere concern for others.
HONESTY	Be truthful in what you say and do.
RESPECT	Follow the Golden Rule.
RESPONSIBILITY	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: _____