PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Babysitting Coordinator  JOB CODE: 4120P/4130F
LEVEL: 5  FLSA STATUS: Non-Exempt
SUPERVISOR: Membership Director  LOCATION:

POSITION PURPOSE
Under direction of the Membership/Kid Zone Director, the Babysitting Coordinator is responsible for the supervision, safety, and care of the Kid Zone Room and its participants; assisting in the implementation of daily program activities.

ESSENTIAL FUNCTIONS
- Supervise staff to ensure that they are upholding all YMCA guidelines for proper verbal interaction, proper learn through play techniques and age appropriate redirection as a form of discipline. Report any disciplinary action to the Director.
- Assist staff on age appropriate interaction with children, handling upset children, changing diapers, and orient them to this position.
- Attend Staff meetings.
- Ensure staff adhere to the YMCA standards for maintaining cleanliness, center set up, toy bins and correct return of toys to areas. Ensure staff is engaging children in the maintaining of said centers and items. Take proper care of the equipment and location.
- In cooperation with the Director, survey the members to gauge continued satisfaction through use of evaluations each program that Kid Zone sponsors.
- In cooperation with the Director, assist with implementation of themed activities.
- Complete incident report forms when required and submit them to the Director immediately for follow up. To report immediately if any medical emergencies and/or health issues like hand foot and mouth disease occur.
- To be a team player.
- To build relationships with the members of the YMCA.
- To assist with special events such as preparation, selling of tickets, etc.
- Perform other related duties as assigned
- Attend staff meetings
- Participate as a member of the YMCA team member and contribute to the attainment of the YMCA mission
- Know the mission and be able to apply it to your job responsibilities. Also, be able to explain to parents how child care meets the YMCA 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

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.
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 diploma; 2–5 years of experience working with children in a childcare setting.
- Ongoing training: fulfill required number of hours for ongoing trainings as deemed necessary.
- 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: _________________________

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.