

Kosciusko Community YMCA  
**JOB DESCRIPTION**

***Kids Club Caregiver***

Reporting Relationship: Coordinator of Childcare Services

FLSA Type: Non-Exempt

*Mission Statement: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.*

**GENERAL FUNCTION**

Assists the Site Director in the supervision and management of the Kids Club site according to the goals of the YMCA. The caregiver will have a warm and supportive attitude toward children.

**SPECIFIC FUNCTIONS**

- \_\_\_1. Assists in ensuring the safety of the children through constant supervision, effective arrangement of space, proper maintenance of equipment and regular fire drills and other emergency procedures.
- \_\_\_2. Assists in creating a pleasant, inviting atmosphere in which children feel comfortable and secure environment.
- \_\_\_3. Must possess strong interpersonal and communication skills.
- \_\_\_4. Must be organized and self-motivated.
- \_\_\_5. Must be able to handle multiple tasks at the same time.
- \_\_\_6. Follows the established discipline plan and helps children become self-disciplined without the use of corporal punishment.
- \_\_\_7. Follows all school policies and procedures.
- \_\_\_8. Establishes and maintains positive relationships with children, parents, co-workers, and school personnel.
- \_\_\_9. Assists in planning and execution of daily activities and maintaining current written records.

- \_\_\_10. Contributes to the operation of Kids Club by attending staff meetings, trainings and making suggestions for improvement.
- \_\_\_11. Kids Club is conducted before and after school during the school year. Additional hours may be required during school delays/early dismissals and cancellations. No summer hours are included.
- \_\_\_12. Responds to emergency situations in accordance with YMCA policies and procedures. Completes incident and accident reports as required
- \_\_\_13. All other duties as assigned.

**EDUCATION/ EXPERIENCE**

Must be at least 18 years old and high school graduate with either 1 year of college or equivalent in childcare experience or a student working with high school co-op program. Must be willing to accept supervision in order to improve work performance.

**CERTIFICATIONS**

Standard First Aid and CRP Certification

**DISCLAIMER**

**SIGNATURES**

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Kids Klub Caregiver I Date

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Child Care Coordinator Date

Date: 1/2005  
 Revised:  
 Location: