



Play Care Aide Job Description

Position Title: Play Care Aide
Reports To: Member Services Coordinator

General Function:

Delivers safe, quality onsite child care for members' children ages newborn-11 years while parents are using the facility. Develops positive relationship with parents and proactively strives to increase the opportunity to integrate members into the larger YMCA.

Minimum Requirements:

1. YMCA approved CPR/First Aid certification within 30 days of employment or first available training date
2. Ability to respond to safety and emergency situations
3. Be capable of lifting and carrying up to 30 pounds

Areas of Responsibility:

- Provides quality childcare in accordance with YMCA policy.
 - Interacts with children continually while on shift.
 - Ensures safety by following established cleaning schedule and safety guidelines
 - Develops and maintains positive relationships with children and parents.
 - Seeks other tasks when child/adult ratio allows.
 - Other activities and/or projects as assigned.
1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values of Caring, Respect, Responsibility and Honesty as well as displays flexibility and the ability to accept change. Is willing to try new methods and make suggestions. Shows a strong commitment to the YMCA, conveys enthusiasm for the YMCA and for his/her work.
 2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fund-raising in achieving the YMCA mission.
 3. Provides A Quality Experience For Members, Participants, Internal Customers and Others: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
 4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within agreed upon timeframes; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
 5. Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.