



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## WINONA FAMILY YMCA – JOB DESCRIPTION

Job Title: Child Care Staff

FLSA Status: Non-Exempt

Job Type: Part-Time

Reports to: Youth Development Director

Revision Date: 2/18/25

Y Job Grade: 2

Pay Range: \$13.50-\$14.00

Benefits: Paid time off, YMCA membership including 24/7 access, YMCA programs discount including camp and child care, Employee Assistance Program, retirement plans, Child Watch (limited hours), CPR certification

---

### Summary/Objective

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Child Care Staff engage youth in a fun and active environment, with arts and crafts, games and outdoor playtime, field trips, swimming, and more. Provide direction for participants and facilitate a quality experience for youth and their families, ensuring the highest level of safety at all times.

### Our Culture

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### Qualifications

- Must be able to pass a background check.
- Must be at least 18 years of age.
- Excellent human relation and communication skills, including verbal and written.
- High level of confidentiality, organization, and attention to detail.
- Ability to respond to safety and emergency situations and to make solid decisions under pressure.
- CPR/First Aid Certification required within 30 days of hire.
- Previous experience working with children in a developmental setting preferred.
- Preferred majors include education, RTTR, social work or other youth development related fields of study.
- Ability to organize and implement age-appropriate/developmentally appropriate program activities.

### General Essential Functions

1. Adhere to job safety practices and risk management protocols per the Employee Handbook and Emergency Response Plan, including child abuse prevention standards and mandated abuse reporting requirements, to create and maintain a safe and secure environment for all.
2. Perform excellent service to all program participants and their families.
3. Perform other related duties as assigned by your supervisor or other Leadership staff.

### **Role Specific Functions**

1. Supervise and engage with children, with primary focus on safety.
2. Implement daily lesson/activity plans within the established guidelines.
3. Handle and resolve participant concerns and inform supervisor of unusual situations or unresolved issues.
4. Maintain positive relationships and effective communication with parents, children and staff.
5. Ability to transition small groups from one program area to another including pool, gym, recreation and outdoor spaces.
6. Maintain program equipment, required program records and conduct housekeeping duties as necessary.
7. Attend staff meetings, trainings and program events as scheduled.
8. Complete incident and accident reports as necessary.

### **Physical Demands**

Ability to perform all physical aspects of the position including: walk, stand, bend, reach, lift, use hands to manipulate objects, talk, hear and see. Ability to lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.