



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DUNELAND YMCA JOB DESCRIPTION

Job Title: **Fun Zone Staff**

FLSA Status: **Non-Exempt**

Status: **Part-Time Hourly**

Department: **Membership**

Reports to: **Fun Zone Supervisor/Membership Director**

Hourly Pay: **\$8/hour**

POSITION SUMMARY:

This position supports the work of the Duneland Family YMCA, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility.

ESSENTIAL FUNCTIONS:

1. Ensure the safety of children; maintain a high level of confidentiality.
2. Follow parent/guardian sign in and sign out procedures.
3. Provide, supervise, and interact with children in a variety of activities.
4. Check diapers hourly and change when necessary.
5. Comfort crying, children.
6. Provide feedback to parents/guardians.
7. Perform opening and/or closing procedures as required and outlined in guidelines.
8. Adhere to work schedule and substitute for other staff as needed.
9. Follow emergency procedures and safety precautions. Follow guidelines for reporting all accidents, incidents, and hazards.
10. Adhere to all policies, rules, and regulations as outlined in the employee handbook and other communications. Obtains and maintains required training(s).
11. Accept additional assignments as deemed appropriate, within the scope of the job description.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- The equivalent of 2 years' high school education is required.
- Previous childcare experience preferred.

REQUIRED TRAINING AND CERTIFICATIONS:

1. New Employee Orientation, within 30 days of hire
2. Universal Precautions, within 30 days of hire
3. Child Abuse Prevention, within 30 days of hire
4. CPR/First Aid, before hire

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Physical ability and stamina to perform the duties outlined above, including but not limited to extended periods of sitting, standing, and walking; bending, stooping, reaching, lifting, and carrying up to 40 pounds.
- Ability to plan, lead, and participate in activities.

ABUSE RISK MANAGEMENT:

- Adheres to policies related to boundaries with youth.
- Attends required abuse risk management training.
- Reports suspicious and inappropriate behaviors.
- Follows mandated abuse reporting requirements.
- Adheres to job specific abuse risk management responsibilities.
- MOD'S/Custodians—ensures unused rooms and closets remain locked; routinely monitors high-risk locations (locker-rooms and bathrooms), etc.
- Front desk personnel—ensures youth are correctly signed in and signed out, ensures only authorized adults are allowed in the facility, etc.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification and subject to reasonable accommodation. This is not intended to be used as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.

The signature indicates that you have read and understand the job description provided for the position.

_____	_____	_____	_____
Employee Name (Printed)	Date	Employee Signature	Date
		_____	_____
		Supervisor Signature	Date