



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **BILLINGS FAMILY YMCA JOB DESCRIPTION**

Job Title: **ChildWatch Lead Attendant**

FLSA Status: Part time, Non-exempt

Revision Date: August 8, 2025

Reports to: ChildWatch Coordinator and Youth Development Director

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### **POSITION SUMMARY:**

Provides quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring. Creates an environment based on fun, learning, and safety.

### **ESSENTIAL FUNCTIONS:**

- Making sure all youth development policies and procedures are always followed
- Communicates and addresses all member concerns first ensuring positive relationships and follows up with Coordinator and/or Director accordingly.
- Inform coordinator and/or Director of any/all staff team concerns immediately
- Ability to manage Child watch operations in conjunction with and in the absence of coordinator.
- Promotes teamwork and cooperative effort with all staff, ability to lead by example.
- Must have the ability to shut down any inappropriate behaviors and conversations that compromise any youth development policy and/or team moral.
- Plans and leads appropriate activities based on the age and interests of youth in Child watch.
- Supervises the children and all activities conducted in this area.
- Supervises staff and training of staff as permitted by coordinator
- Creates a fun, enriching, and safe environment for all children.
- Provides members with the highest quality customer service.
- Maintains a clean, safe work area, and practices good safety habits.
- Responsible for the proper process of immunization records and registrations.
- Works with the coordinator and facility dept to ensure availability of adequate supplies and that maintenance needs are met.
- Responsible for following State Health Codes and YMCA policies pertaining to ratios, safety and cleanliness.
- Ability to work split shift hours and cover staffing shifts as the need arises.
- Represent the YMCA at community events as assigned by supervisor.
- Works to achieve all department specific goals.

### **CORE COMPETENCIES (ALL STAFF):**

#### **CUSTOMER SERVICE**

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist all members, potential members, program participants and volunteers in a courteous, professional and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.
- Work daily to develop personal and meaningful relationships with members, volunteers, donors and others. Strive to understand individual's goals and interests to enrich their YMCA experience by introducing them to new programs, staff, members and volunteer activities.
- Actively listen, reflect and respond to member questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.
- Embrace new approaches and discover ideas to create a better member experience.

### **MISSION ADVANCEMENT**

- A willingness to commit to the mission of the YMCA. Demonstrate a desire to serve others and fulfill community needs.
- Is familiar with and able to articulate the mission statement, areas of focus and core values of the YMCA with people of all ages and backgrounds. Models the core values of caring, honesty, respect and responsibility while working and communicating with members, program participants, volunteers and other staff members.
- Be knowledgeable and supportive of the YMCA annual support campaign.
- Be informed about volunteer opportunities.
- Speak enthusiastically on behalf of the YMCA publicly and at given opportunities.

### **TEAMWORK**

- Ability to establish and maintain harmonious relationships with staff members in all departments.
- Seeks every opportunity to encourage, motivate and thank fellow staff members for their work. Completes S.T.A.R. slips to thank and recognize a job well done by others.
- Be knowledgeable about YMCA programs. This includes being familiar with all current program guide information, upcoming events and other special activities.
- Keeps up to date all internal communication.

### **OPERATIONAL EFFECTIVENESS/SAFETY**

- Be dressed in appropriate attire and wear nametag at all times. Consistently perform duties in a safe and conscientious manner.
- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Complete Maintenance Request forms as needed. Report safety issues to the appropriate supervisor.
- Attend and remain current on all mandatory trainings and staff meetings.

**QUALIFICATIONS:**

1. A year or more experience working with children between the ages of infant – 12yrs preferred.
2. At least 16 years of age.
3. CPR, First Aid, AED certifications required before hire and Child Abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations preferred.
7. Desire and ability to work with children of all ages.

**PHYSICAL DEMANDS:**

1. The physical ability to lift, carry and hold children for limited periods of time.
2. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
3. Ability to perform all physical aspects of the position; including walking, standing, bending, kneeling, leaning, reaching and lifting.
4. Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
5. Ability to thrive in a fast paced environment with the unique challenges of a non-profit community service organization.
6. Ability to interact with a diversity of people and various levels of personnel using sound judgment on ambiguous issues.
7. Ability to handle multiple tasks simultaneously.

**This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.**

**Employee Name:**\_\_\_\_\_

**Employee Signature:**\_\_\_\_\_ **Date:** \_\_\_\_\_

**Directors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_