FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BILLINGS FAMILY YMCA JOB DESCRIPTION

Job Title: **Child Watch Attendant** FLSA Status: **Part time, non-exempt**

Reports to: **Child Watch Coordinator & Youth Development Director**

Revision Date: **04/2026**

POSITION SUMMARY:
The Child Watch Attendant provides high-quality experience for children and parents by modeling and supporting the YMCA's core values of honesty, respect, responsibility, and caring. This position creates a safe, engaging, and developmentally appropriate environment focused on fun, learning, and well-being**.**

ESSENTIAL FUNCTIONS:

- Communicate with members in a positive, professional manner, addressing concerns promptly and following up with the Child watch Coordinator and/or Director as needed.
- Immediately inform the Child watch Coordinator and/or Director of any staff or team concerns.
- Plan and lead age-appropriate and developmentally appropriate activities based on the interests and needs of children.
- Supervise children and activities to always ensure safety and engagement.
- Create and maintain a fun, enriching, and secure environment for all participants.
- Maintain a clean and organized work area while practicing appropriate safety habits.
- Ensure proper processing and maintenance of immunization records and registrations.
- Follow all State Health regulations and YMCA policies and procedures.
- Maintain all required program and attendance records.
- Represent the YMCA at community events as assigned by a supervisor.
- Work collaboratively to achieve department-specific goals.
- Appropriately address and shut down any behaviors or conversations that compromise youth development policies, team morale, or YMCA values.
- Dress in appropriate work attire as outlined in the Employee Dress Code, always wearing a nametag, and performing all duties in a safe and conscientious manner.
- Adheres to all safe practices by following consumer-boundary policies. Which includes adhering to procedures for supervising high-risk activities, promptly reporting suspicious or inappropriate behavior or policy violations while maintaining strict confidentiality.
- Complete all required annual and bi-annual training requirements for child abuse prevention, anti-harassment, and updated policies.
- Keep all required certifications current.

CORE COMPETENCIES (ALL STAFF):

- Always models and adheres to the mission of the YMCA and implements the Y Core Values of caring, honesty, respect, and responsibility.
- Engage with all staff and members with a friendly, helpful, professional attitude to develop meaningful relationships, ensuring the Y's community focused mission and welcoming of all.
- Actively listens, responds, and engages to all questions and concerns with care, providing prompt resolution or escalation to build trust and commitment to the Y's cause.
- Embraces new ideas to enhance both staff and member experience and work cohesively with staff across all departments to support a positive, diverse, and inclusive YMCA environment.

QUALIFICATIONS:

- A year or more experience working with children between the ages of infant – 12yrs preferred.
- At least 18 years of age.
- Previous experience working with children in a developmental setting preferred but not required.
- Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations preferred.
- Desire and ability to work with children of all ages.

PHYSICAL DEMANDS:

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

Director's Signature: _____ **Date:** _____