



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING JOB POSTING

Evening Tot Watch & Kids Gym Assistants

General Function: Tot Watch and Kids Gym staff is responsible for leading age appropriate activities while children are in our care. Building relationships with and providing excellent child care to our members and guests is a priority. Supervision, risk management, injury prevention and age appropriate activities are all included in job duties.

Job Requirements:

- Minimum age of 18 years with high school degree or higher
- Desire to work with children and peers
- Must be able to work Mon-Thur 4:30pm - 7:30pm or 5:00pm to 8:00pm
- Supervision skills and ability to schedule staff
- Experience working with toddlers through 12 years of age.
- Excellent interpersonal communication skills.
- A commitment to working with children in a developmental setting and a sincere desire to have a meaningful effect on their lives.
- Able to work with individuals from diverse backgrounds.
- Willingness to be a team player

Position Responsibilities:

- Abide by schedule.
- Check in all children in accordance with Tot Watch and Kids Gym policies.
- Assist in providing a healthy and safe environment while actively supervising children.
- Meet the emotional, social, physical and cognitive needs of each child.
- Ensure that all equipment used during shift are properly cleaned and stored.
- Attend mandatory staff meetings when scheduled.
- Lead youth in various age appropriate activities.
- Maintain daily open communications with parents.
- Keep accident reports.
- Retain confidentiality.
- Uphold a neat, attractive, stimulating, and safe environment conducive to learning
- Conduct oneself in a professional manner as reflected in grooming, promptness, and respect for self and others.

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 30 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Salary: part-time work schedule with a max of 28 hours a week, \$9.25/hr

Include: Cover letter, resume, and three references

Contact: Amy Stearns, Director of HR & Risk, careers@ymcaoflansing.org