



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

KID'S PLACE ATTENDANT JOB DESCRIPTION

Job Title: **Kid's Place Attendant**

FLSA Status: Non-Exempt

Status: P/T

Reports to: Childcare Director

Payrate: \$12.77-\$14

Department: Kid's Place

Revision Date: August 2026

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The child watch attendant ensures the safety and supervision of children while their parents are visiting the facility.

ESSENTIAL FUNCTIONS:

- Greets parents and child. Ensures parent signs in/out and documents where they will be in case of an emergency.
- Ensures safety of children.
- Directly supervises activities.
- Plans age appropriate activities to involve children during their stay.
- Uses appropriate discipline when needed with behavior issues.
- Inspects toys for safety; ensures children are playing with age appropriate toys.
- Keeps Child watch area clean and sanitary.
- Knowledgeable of child care guidelines.
- Knowledgeable of emergency procedures.
- Maintains daily open communication with parents.
- Follow mandated abuse reporting requirements.
- Adhere to policies related to boundaries with youth.
- Attend required abuse risk training
- Adhere to procedures related to managing high-risk activities and supervising youth.
- Report suspicious or inappropriate behaviors and policy violations.
- Other duties as assigned.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships with volunteers.

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. 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:

- Must be at least 16 years old.
- Infant/Child CPR and first aid required.
- Some experience with children preferred.

WORK ENVIRONMENT AND 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.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Exposure to bodily fluids.
- Must be able to lift and/or assist children up to 50 pounds in weight.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
- Noise level is moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____