



Position: Child Care Representative

Status: Non-exempt, Part-time under 20 hours per week

Salary: \$13.20 per hour

Reports to: Director of Fitness

About YWCA Central Carolinas:

YWCA Central Carolinas is a nonprofit on a mission to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. We achieve this through a variety of programs, including transitional housing for women and families facing homelessness, youth literacy programs for children from low-income households, racial justice and advocacy initiatives that educate and mobilize our community, and a co-ed fitness center that empowers our neighbors and serves as a portal into our mission.

Position Objectives:

Provide care for children of YWCA Fitness Center members during specified hours.

Duties and Responsibilities:

Maintains High Work Standards

- Sets and maintains high performance standards.
- Pays close attention to detail, accuracy and completeness.
- Shows concern for all aspects of the job and follows up on work outputs.
- Demonstrates knowledge and skills for general aspects of the job.
- Adheres to organizational policies and procedures, including consistent attendance and punctuality.
- Completes work in a timely and consistent manner.

Oversees Needs of Child Care Room

- Keeps child care room organized and clutter free.
- Prioritizes needs effectively.
- Provides and facilitates age-appropriate activities with the children.
- Maintains activity areas, materials and supplies and notifies supervisor of any equipment or materials which need to be repaired or replaced.
- Completes administrative tasks, as assigned by Fitness team.
- Additional duties as needed by the Director of Fitness.

Delivers Excellent Customer Service

- Reads and understands counter notes weekly.
- Establishes and maintains effective communication with families, children and other staff.

Ensures Safety of Children

- Maintains constant visual supervision of children within a healthy environment.
- Accurately maintains attendance records.
- Understands emergency and evacuation protocol to ensure safety of children.
- Knows and can implement incident procedures if an accident or emergency should occur.

Education and Experience:

High School Diploma preferred, but not required. American Red Cross Adult and Child CPR/AED/First Aid training required (will be provided by YWCA if applicant does not have a current certification). A minimum of one year of experience providing care for children in a childcare setting, preferred.



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 their job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision.

Benefits:

Employee Assistance Program

Free YWCA Fitness Center Employee Membership (discounted family membership available)

Other Information:

Employment with YWCA Central Carolinas is contingent on successfully passing all of our pre-employment screenings, including but not limited to: a drug screening, reference checks, proof of certification (if applicable) and a background check. If applicable to the position, YWCA Central Carolinas employment may be contingent on a candidate meeting driver approval criterion as determined by Motor Vehicle Record background check.

YWCA fully subscribes to the principles of equal employment opportunity and is committed to complying all regulations under the Equal Employment Opportunity Commission (EEOC). YWCA's equal opportunity employment policy reflects our commitment to equality and to promote diversity in the workplace. We designed this policy to ensure fairness in all aspects of employment.

YWCA prohibits unlawful discrimination against applicants, employees, contractors, interns and volunteers on the basis of race, color, religion, creed, national origin or ancestry, age, sex (including pregnancy, gender identity and sexual orientation), physical or mental disability, veteran or military status, genetic information, marital status, reprisal or retaliation for prior civil rights activity or any other legally recognized protected basis under federal, state or local law. All employment decisions are based on qualifications and capabilities to perform the essential functions of the job.

To apply, please go to our web site: <https://ywcacentralcarolinas.org/work-with-us/>