



Job Description
Kids Kare Attendant
YMCA of Central East Ontario – Quinte West Branch

GENERAL ACCOUNTABILITY:

Kids Kare staff are responsible for supervising and caring for children ages 0-10, in a manner that reflects the Core Values and Mission of the Association.

KEY RESPONSIBILITIES:

- Supervision of children signed into Kids Kare
- Provide quality, consistent service and respond to children's needs
- Implement and supervise age appropriate activities for children
- Ensures children are properly signed in and out of programs
- Ensure that children are supervised at all times while in Kids Kare
- Continuously act to strengthen relationships/connections with children
- Supervision and guidance of all volunteers who assist in the program
- Responsible for the safety and well-being of all children
- Maintain the ordered arrangement, appearance, décor and learning environment of the Kids Kare room including ensuring equipment is being used properly and all equipment is in safe working order prior to use
- Work as a team member in all aspects of the Kids Kare room
- Communicate with all parents and participants and responding to concerns in a positive and timely manner
- Communicate with Supervisor on a regular basis regarding issues with children, parents or volunteers
- Maintain cleanliness of areas making sure areas are safe and hazard free
- Maintain current qualifications and follow YMCA policies and practices
- Attend all staff meetings and professional development opportunities as assigned
- Know and understand the YMCA's Core Values of Respect, Responsibility, Caring, Honesty and Inclusiveness

REPORTING RELATIONSHIPS:

Reports to: Supervisor, Kids Kare



WORKING CONDITIONS:

- Variable hours – regular shifts will include evenings and weekends
- Multitasking and pressures of a busy environment
- Requirement of Standard First Aid and CPR
- Clear Criminal Record and Vulnerable Sector check

EDUCATION/TRAINING/QUALIFICATIONS:

- OSSD

EXPERIENCE:

- Previous experience working with children 3-8 and youth 8-13
- Previous experience working with infants 0-3; changing diapers, feeding, caring and comforting

CORE COMPETENCIES:

| | |
|---|--|
| 1. Integrity | Demonstrates responsible behaviour at all times and maintains high ethical standards. |
| 2. Service Orientation | Deliberately identifies and creates opportunities to enhance each and every person’s YMCA experience. |
| 3. Commitment to Organization Vision and Values | Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA. |
| 4. Concerns for Health and Safety | Acknowledges and understands how to manage and educate others of risk and harm reduction. |
| 5. Child and Youth Focused | Commits to assisting growth and development among children and youth. |
| 6. Quality Focus | Ensure that all YMCA programs and services are superior. |