

job posting

Position Title:	Kids Care Worker	Department:	Health & Fitness Center
Salary:	\$7.25 -\$8.00 per hour, DOQ	Scheduled Hours:	Part-time. Hours vary.

Position Summary:

Provides quality child care to Health & Fitness Center members while the member is using the facility.

Position Responsibilities:

1. Provide a safe, kid-friendly, engaging environment where policies and rules are enforced. Know and carry out appropriate health and safety procedures for the protection of the children. Keep the children involved in structured activities; interact with the children by reading stories and/or playing games.
2. Interact with and greet members. Check in parents and children. Make certain parents are aware of policies.
3. Know child protection policies and laws governing the reporting of suspected child abuse/neglect. Be familiar with and review the YWCA’s policies on child abuse and neglect. Attend meetings and trainings as scheduled.
4. Maintain a standard of cleanliness in the child care area. Remove any broken or dangerous toys/items from the area. Ensure the area is cleaned at the end of every shift. Sanitize as necessary.
5. Assist in developing procedures and protocols for staff and parents: procedures for member sign-in and sign-out; protocols for sick children and crying children.
6. Assess equipment and toys: recommend replacement as needed and new educational games/materials and toys. Submit orders for snacks, diapers and cleaning supplies.
7. May be required to administer first aid.

Qualifications:

Certifications and Licensure: Red Cross CPR/AED (required)
Red Cross First Aid (preferred)

Work Experience: On the job training is provided. Experience in a non-profit setting focusing on creating opportunities for women’s growth, leadership and empowerment, and elimination of racism or a related mission is highly desired.

Other Qualifications:

- Work activities of a seasonal/cyclical nature
- Concentrated attention over an extended period of time (e.g. 4 plus hours)
- Agree to mandated child abuse reporting guidelines
- Be a positive role model for children

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul fax: (651) 222-6307
375 Selby Avenue email: hr@ywcaofstpaul.org
St. Paul, MN 55102 phone: (651) 222-3741