



Decatur Shelby County YMCA Job Description

Job Title: Child Activity Leader	
Original Date:	Revised Date: 5/15/25
Department: Childcare	Reports To: Director of Childcare or Childwatch Coordinator (branch dependent)

Basic Functions and Scope of Responsibility

The Child Activity Leader provides a safe, nurturing, and engaging environment for children in the YMCA's Child Watch program. This role supports the healthy development of each child while ensuring a welcoming and inclusive experience for families. The Child Activity Leader is responsible for daily supervision, age-appropriate activities, and maintaining the cleanliness and safety of the Child Watch area in alignment with the YMCA's mission and values.

Role Responsibilities

- Supervise and engage children in developmentally appropriate activities that support their social, emotional, physical, and cognitive growth
- Ensure the safety, cleanliness, and organization of the Child Watch area at all times
- Build positive, respectful relationships with children, families, staff, and volunteers
- Communicate effectively with parents/guardians, responding to questions or concerns in a professional and supportive manner
- Maintain accurate attendance records and adhere to all program structure and behavioral expectations
- Follow all YMCA policies and procedures, including those related to child safety and risk management
- Report any accidents, incidents, or concerns promptly to the appropriate supervisor
- Attend required YMCA trainings and departmental meetings
- Provide cross-departmental support and assist with other duties as assigned

Education, Experience & Training

- Minimum age: 16
- Previous experience working with youth of all ages preferred
- Basic understanding of child development and supervision practices
- CPR, AED and First Aid certification obtained within 30 days of employment
- Strong interpersonal, communication, and problem-solving skills
- Commitment to maintaining a safe, inclusive, and welcoming environment for all children and families



Core Competencies

- **Caring:** Show a sincere concern for others
- **Honesty:** Be truthful in what you say and do
- **Respect:** Follow the golden rule
- **Responsibility:** Be accountable for your promises and actions

Work Environment and Physical Demands

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to the job. The job description is not intended to be a complete list of responsibilities, duties and skills required of employees in the job classification. This document is not a contract and does not, in any way, alter the at-will employment relationship.

DSYMCA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability, genetics, protected veteran status, sexual orientation, gender identity of expression, or any other characteristic protected by federal, state or local laws.

Job Information (Internal Use Only)			
Role Level <input type="checkbox"/> Executive <input type="checkbox"/> Director <input type="checkbox"/> Manager/Supervisor <input type="checkbox"/> Individual Contributor			
People Manager <input type="checkbox"/> Yes <input type="checkbox"/> No # of Direct Reports () Total # of Staff ()			
Employment Status <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Plus <input type="checkbox"/> Part-Time			
Approved by Director:	Approved by CFO/CEO:	Salary Grade:	Cost Center:

Employee Print Name	Employee Signature
Date:	