

## **Youth Activities Attendant**

**FLSA Status – Non-Exempt**

### 1. Job Summary

- a. As the Youth Activities Attendant, you will assist the Director of Youth and Programs with the day-to-day operations of Kids Club and Youth Activities
- b. Provide members and their children with a friendly, safe, and welcoming environment for children to play, so parents feel comfortable. Ensure team members provide exceptional customer service and always interact with children
- c. Because of the fluctuating demands of the Club's operations, it may be necessary for each employee to perform a multitude of different functions; therefore, as an essential part of your job, you will be expected to help others when the occasion arises, just as other employees are expected to help you. Accordingly, you may be expected to perform other tasks as needed or as directed

### 2. Job Tasks (Essential Functions)

- a. Provide a safe, clean, and well organized youth area
- b. Help with supervision and check-in areas
- c. Provide guidelines for the youth utilizing club equipment
- d. Ensure that the youth follow safety procedures in all youth areas
- e. Assist in the management and care of the physical facilities and equipment in youth areas
- f. Oversees daily checks of areas and equipment for safety, cleanliness, and good repair
- g. Ensure that youth areas/camp are kept free of hazard and debris
- h. Assist with ensuring team members initiate, develop and maintain personalized relationships with members and their children
- i. Personally engage children in interactive activities that include organized arts & crafts, fitness activities, and games
- j. Participate as a member of the staff team to monitor and promote all youth events, including birthday parties, camps, and all other activities and club functions
- k. Answer all questions politely
- l. Enforce all club/camp rules fairly and consistently
- m. Refer all problems or complaints to supervisors promptly
- n. Maintain clear and positive written and verbal communication with all club staff
- o. Provide ongoing youth/camp program ideas

- p. Completes other appropriate assignments made by the Director of Youth and Family Programs and/or managers
- 3. Minimum Requirements
  - a. **Education** – High School Diploma or GED (unless currently enrolled in high school), CPR/AED & First Aid Certification
  - b. **Language Skills** – English
  - c. **Physical Requirements**
    - i. **Stand** – half of the time
    - ii. **Walk** – quarter of the time
    - iii. **Sit** – quarter of the time
    - iv. **Use hands/fingers to handle/feel** – Always
    - v. **Reach with hands/arms** – half of the time
    - vi. **Climb or balance** – none
    - vii. **Stoop, kneel, crouch, crawl** – Always
    - viii. **Talk/hear** – always
    - ix. **Taste/smell** – always
    - x. **Weight Lifted/force exerted** – occasionally up to 40 pounds
  - d. **Visual Requirements** – Must be able to see children at all times
  - e. **Work Environment**
    - i. **Wet or humid conditions** – occasionally for outside play time
    - ii. **Work near moving mechanical parts** – Never
    - iii. **Work in high precarious places** – Never
    - iv. **Fumes or airborne particles** – Never
    - v. **Toxic or caustic chemicals** – Never
    - vi. **Outdoor weather conditions** – Never
    - vii. **Risk of electrical shock** – Never
- 4. Reports to
  - a. Director of Youth and Family Programs
  - b. Managers
    - i. Name
    - ii. Name
    - iii. Name

**Job Title:** Youth Attendant

**Department:** Youth

**Reports To:** Activities Director

## SUMMARY

Administer child care programs for members' and guests' children.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes the following. Other duties may be assigned.

Plays games with children.

Supervises children's play activities.

Resolves disputes between children as necessary.

Maintains safe and clean facility.

Leads children in exercises, on-grounds field trips and other activities approved by the Supervisor.

Performs other duties as assigned by the Tot Stop Supervisor.

### **SUPERVISORY**

This job has no supervisory responsibilities.

### **EDUCATION and/or EXPERIENCE**

Completion of child development classes combined with baby sitting experience.

### **COMPREHENSION AND COMMUNICATION SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos.  
Ability to write simple correspondence. Ability to effectively present information in one-

on-one and small group situations to customers, clients and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtracts, multiply and divide in all units of measures, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

### **REASONING SKILLS**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** The following is required per company policy:

Health Card

Sheriff's Card

Social Security Card

Employment Eligibility Verification Documents

### **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.

**WORK ENVIROMENT**

The noise level in the work environment is usually moderate.

**TO APPLY, PLEASE CONTACT:**

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