

JOB POSTING



JOB POSITION: Childcare Services Representative/YDC
POSITION TYPE: Part-time (less than 30 hours)
LOCATION: YMCA Youth Development Center

APPLICATIONS ARE AVAILABLE ONLINE:
www.aberdeenymca.org Join Our Team

Or pick up an application at the Aberdeen YMCA/YDC

Aberdeen Family YMCA
5 South State Street
Aberdeen, SD 57401
mjohnson@aberdeenymca.org
605-225-4910

Hiring Manager if questions: Tevan Head thead@aberdeenymca.org

GENERAL DESCRIPTION: **A Better Us Starts With U!**

The Childcare Services Representative is responsible for delivering excellent service to all child care participants, guests and program participants at the Youth Development Center (YDC). Responds to the needs of the Youth Development Center Director, promotes potential services to prospective families, memberships, program services, security and maintains cleanliness and organization of the lobby area at the YDC. Varied shifts are between the hours of **6:45 am and 6:00 pm**.

JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Minimum of 18 years of age.
- High School diploma or equivalent required.
- Satisfactory background check.
- Current CPR/First Aid certification (may be obtained upon hire)

Essential Functions:

- Availability to work varied hours; early mornings, days, early evenings.
- Greets children and families in a friendly manner while providing effective communication with the parents/caregivers.
- Answers the phone at the front desk and directs calls, documents and distributes messages as necessary.
- Exhibit proper professional attitudes striving to understand all family situations, maintaining confidentiality of staff and family information.
- Create files for each child/family and staff members and enters information into software database.
- Provide detailed informational tours upon request, deliver information about the YDC and is able to answer questions about services and options available.
- Assist classroom teachers as needed.
- Assist in keeping the lobby, sickbay and staff lounge neat and orderly.
- Collect payments and post payments accurately to accounts.
- Complete other duties as assigned.

Equal Employment Opportunity

Resumes and employment applications can be returned to the email address above or at 5 S. State Street, Aberdeen, SD 57401. Applications can be found on our website at aberdeenymca.org.