

VOLUNTEER POSITION DESCRIPTION

Title: Babysitting Attendant

Purpose: Babysitting Attendants provide a safe, clean and enjoyable environment for children of our members and guests ages 3 months to 5 years old while the parent/caregiver is in the Center. Play, have fun, and entertain children! The Babysitting Attendant will co-supervise no more than 12 kids at a time in the Babysitting room located in the Health & Fitness Center.

Description of Duties:

- Ensure safety of children and co-workers at all times
- Admit and release children, dispense snacks, and abide by all policies according to the **Babysitting Guidelines**
- Take part in the daily clean-up of the program area, which includes but is not limited to, sanitizing and putting all toys and equipment away
- Change soiled clothes as needed
- Work in a team environment
- Communicate effectively with others, verbally and in writing
- Perform other duties and responsibilities as needed or assigned

Qualifications:

- Minimum of a high school diploma
- Prior experience in working with infant, toddler and pre-school age children
- Current CPR/AED and First Aid Certifications preferred
- Able to communicate clearly and effectively with parents, children and co-workers
- Ability to lift up to 25lbs and must be able to get on the floor to participate in and supervise activities
- Patient and compassionate
- All JCCGW staff and volunteers undergo background checks prior to working with children

Time Requirements:

On-going weekly shift on Saturday mornings from 9am to 1pm, starting July 1, 2013

Orientation/Training:

The volunteer will receive orientation and training during the first two shifts of service, with the first 30 days as a trial period. Babysitting Attendants may be required to participate in trainings as mandated or assigned by the supervisor.

Evaluation and Reporting Procedures:

Volunteers must sign-in upon arrival and departure on the Volunteer Time Log at the Front Desk of the JCCGW.

Location:

Health & Fitness Center – JCCGW

6125 Montrose Road

Rockville, MD 20852

Supervisor:

Marty Thomas, Health & Fitness Director, 301-348-3891, mthomas@jccgw.org

Agency Contact:

Jennifer Wenk, Member/Guest Services Director, 301-348-3850, jwenk@jccgw.org

About the Organization: The mission of the Jewish Community Center of Greater Washington (JCCGW) is to create a welcoming and inclusive environment, connecting people of our Jewish community with each other, Israel, and the broader community. We provide programs, classes, and safety-net services to people of all ages and backgrounds, enhancing their social, physical, intellectual, and spiritual well-being.

JCC of Greater Washington Babysitting Guidelines

Updated: 1/30/2013

- Babysitting is available for children 3 months old to 5 years old.
- Children may remain in babysitting for no more than 2 hours per day.
- Children who are sick or exhibit any symptoms of illness will not be admitted to babysitting.
- Children must be fever free for at least 24 hours before entering babysitting.
- The babysitting room is a NUT FREE ZONE. For the health and safety of all the children, do not send homemade snacks with your child. Drinks should be in a cup with a lid.
- All snacks, diapers and other belongings must be labeled with the child's first and last name.
- Under no circumstance are any child's snacks to be shared with other children.
- We ask that parents please be respectful of potential food allergies of other children when preparing snacks for their child
- When your child is in babysitting you must remain inside the Center. Leaving the building is not allowed and will be reason for forfeiture of babysitting privileges.
- All parents must complete a child profile card before using babysitting. These cards will be kept in the babysitting room and used to admit and check out each child.
- Diapers can be changed by the staff but it is the parent's responsibility to supply diapers and wipes for their child.
- No medication will be given or ointments applied by the babysitting staff.
- Payment for babysitting must be made in advance at the membership desk. Payment transactions are not accepted in the babysitting room.
- The JCCGW is not responsible for any lost or stolen items. Therefore, parents are asked not to allow children to bring toys from home.
- The JCCGW reserves the right to suspend babysitting privileges at its discretion.