

The Jewish Community Center of Greater Columbus
FITNESS CENTER BABYSITTING POSITION DESCRIPTION

Position Title: FC Babysitting
Personnel Code: Support Staff

Dept. No: 453000
Status: Non-Exempt

Department: Fitness
Supervisor: Fitness Director

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To welcome, thank and engage JCC members and guests on a daily basis.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Care, watch over and provide safe environment for children in babysitting area of Fitness Center.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** High School Diploma / GED
2. **Experience - Minimum Required or Preferred:** Experience working with infants through grade school aged children. Customer Service experience is preferred.
3. **Special Skills:** CPR/AED/First Aid Certification preferred; must enjoy children; must be responsible and dependable with strong communication and organizational skills; able to lift 30 pounds on a routine basis.
4. **Activities:** Able to participate in outdoor and indoor activities.

Duties and Responsibilities:

- Provide a safe environment for the children
- Change diapers as needed
- After each shift, clean and sanitize the room and items in the room
- Communicate with parents
- Act in a professional manner with all members and JCC staff
- Be a contributing member of the JCC Recreation and Fitness Staff
- Maintain accurate timesheet in Paycom by submitting necessary punch changes and PTO and approving hours each week
- Needs to be familiar with ODJFS licensing and SUTQ rules.
- All other duties as assigned.

Acknowledgement:

Employee's Name Printed

Employee's Signature

Date of Signature