

# Volunteer Services

## VOLUNTEER POSITION DESCRIPTION

**TITLE:** Kids Care Volunteer

**SUPERVISOR:** Health & Fitness Center Operations Manager

**PROGRAM:** The *Health & Fitness Center* promotes physical and emotional well-being through a wide range of classes and services for women, men and children of all ages and fitness levels. Kids Care is a drop-in child care service for parents using the facility.

**PURPOSE:** To assist staff in providing child care for children while their parents are working out or taking classes at the YWCA's Health & Fitness Center.

### RESPONSIBILITIES:

- Supervise children visiting Kids Care
- Monitor the dropping off and picking up of children in Kids Care
- Initiate activities and provide individual attention to children
- Help maintain a clean, safe and fun atmosphere
- Agree to mandated child abuse reporting guidelines

### QUALIFICATIONS:

- Have previous experience caring for children and the ability to be flexible with their individual and special needs
- Have a positive attitude when interacting with children and their parents
- Be able to work as part of a team and one-on-one
- Dependable and reliable

### BENEFITS:

- Gain experience working with children ages 6 weeks to 10 years-old
- Documented volunteer experience.
- Experience working with a non-profit agency.

**SITE:** YWCA Health & Fitness Center, 375 Selby Avenue, St. Paul

### COMMITMENT:

- One-time or long-term commitments available.
- Flexible schedule, 3 hours per week.
- Approximate hours of operation: Monday thru Saturday, 9:00 a.m. to 12:00 p.m.; and Monday thru Friday, 5:00 p.m.-8:00 p.m.

**CONTACT:** Volunteer Specialist  
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