

To: Dallastown High School, 700 New School Lane, Dallastown, PA 17313  
From: Lien Luong, JCC Babysitting Room Supervisor, 2000 Hollywood Dr., York, PA 17403  
Date: 7 May 2019  
Subject: Summer Youth Lounge Employment

The Youth Lounge in the Babysitting Room will have extended hours during the summer from June 10<sup>th</sup>, 2019 through August 15<sup>th</sup>, 2019. Hours will be 8:00 – 11 a.m. Monday through Friday and 4 – 8 p.m. Monday through Thursday. Caregivers are responsible for supervising members' children from 6 – 11 years old; each child is limited to two hours a day in JCC childcare. Caregivers must be at least 16 years old and have at least 6 months experience with children aged 6 – 11 years old.

General responsibilities included supervising appropriate social interactions and personally interacting with children through arts and crafts, game play, assistance with homework, and other socialization. Staff must ensure maintenance of daily attendance records and perform upkeep and cleaning of room and equipment periodically, and other tasks as assigned. Staff shall greet parents and children warmly and by name as often as possible.

Caregivers must provide positive guidance in redirecting children with minimum discipline designed to separate a child from others when behavior interferes with positive interaction. The room and equipment is to be left clean at the end of each shift and games and equipment are to be disinfected on a regular basis. Staff must uphold policies and rules governing the Youth Lounge as well as the Jewish Community Center and keep all members informed as to the status of rules and their implications. Staff must be available as a substitute to cover other providers' shifts if necessary and when able and must make arrangements to cover absences at least 24 hours in advance or as soon as possible on sick days; if a replacement cannot be found, notify supervisor as soon as possible. Staff must attend staff meetings as directed and work as a team member to maintain a high quality of care giving; assist in the Babysitting Room at times when the Youth Lounge is not in use. Staff shall provide excellent customer service to JCC members, guests, and staff by adhering to the JCC Core Values.

Minimum physical requirements include vision, ability to lift and carry a child up to 50 pounds and move and clean games and equipment and sweep floors. Staff will be required to transport children to and from gym, and supervise and participate in play and socialization with children. Staff will be required to escort children from the building during fire and evacuation drills.

Applications must be submitted on-site to the JCC Human Resources Director, Brianna Sheehan. Upon hire and before working with children staff members will be required to submit and receive favorable reports from Child Abuse History Clearance (CY113), Pennsylvania State Police Criminal Record Checks for Employment (SPA-164), and Federal Bureau of Investigation (FBI) Fingerprinting.

Please direct any questions or concerns to Lien Luong by dialing 717-843-0918 to call the JCC and asking to be directed to the babysitting room during the rooms hours of operation: Monday - Thursday 8-1:30 and 4-8, Friday 8-1:30, Saturday 9-1, and Sunday 9-12.

Signed,

Lien Luong, JCC Babysitting Room Supervisor

#### **Tzedakah Partners**

Erda Erdos · GIANT® · Glatfelter Insurance Group · Donna & Robert Pullo · M&T Bank · Rutter's · Sue & Elliott Weinstein & Family

