FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

the YMCA

# New Hire Training Checklist

## Emergency Procedures

- Fire drills
- Child care code
- Power outages
- Blood borne pathogens exposure
- Injured members
- First Aid/CPR & AED Locations
- Incident reports
- Redwoods trainings

## Children Policies

- Children under 12 may not be in the building without a parent
- Children under 12 must be signed in and out by a parent
- Children under 12 must be accompanied by an adult at all times
- Bathroom policy
- Must be 8-13 in the YFC

## Misc Policies and Procedures

- How/when to use walkie-talkies
- 1 hour time limit in the YFC
- Transportation of kids from YFC/Kids Zone
- Guest policy
- Always scan in at the front desk
- Dress code
- Opening and Closing the YFC

## Youth Fitness Center Systems

- YFC Daily shift duties
- YFC New participant orientation
- Appointments plus – scheduling orientation
- YFC Stats
- YFC Time violation log
- YFC Behavior violation log
- YFC workout routine