

Greensburg YMCA Job Description

Job Title: School Age Group Supervisor Job Code:

Reports to: Site Director, Assistant Child Care Director Revision Date: May 2013 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Summary:**

The Group Supervisor will be responsible for directly assisting the Site Director with planning, implementing and coordinating the daily/programs.

**Essential Functions:**

1. Assisting the director with designated activities, administrative and/or supervisory duties.
2. Acts as a role model for the children and the staff at all times.
3. Attends all mandatory training before school year and during school year.
4. Complete six additional credit hours in child care training courses per year; or if attending college, taking classes in early childhood education, child development, special education, elementary education, or the human services field.
5. Use positive discipline techniques
6. Familiar with the Department of Public Welfare’s regulations.
7. Communicates with parents, written and oral.
8. Working Kids Day Outs during the course of the school year.
9. Supervises AGS and Aides in absence of Site Director.
10. Report any suspicion of abuse to the Department Head.
11. Other duties may be assigned.

**YMCA Competencies (Team Leader)**

*Mission and Community Oriented:* Models and teaches YMCA values. Champions inclusion activities, strategies and initiatives. Ensures high-level services that differentiate the YMCA from other providers. Provides volunteers with orientation, training, development and recognition.

*People Oriented:* Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Builds relationships to create small communities. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Results Oriented:* Holds staff accountable for high-quality results using a formal process to measure progress. Conducts prototypes to support the launching of programs and activities. Provides others with frameworks for making decisions. Develops plans and manages best practices through engagement of team. Cultivates relationships to support fundraising. Effectively creates and manages budgets.

*Personal Development Oriented:* Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change.

**Qualifications:**

1. Bachelor’s Degree from an accredited college or university with 30 credits in early childhood education, child development, special education, elementary education or the human services field and one year of experience with children.

OR

Associate’s Degree from an accredited college or university with 30 credits in early childhood education, child development, special education, elementary education or the human services field and three years of experience with children.

1. At least eighteen years of age, Criminal clearances (Act 33), Child Abuse clearances (Act 34), FBI Clearances, Non-communicable diseases physical exam every two years, TB test by the Mantoux method once upon hire, and onsite drug test.
2. Two letters of recommendation on file.
3. Must complete all required YMCA training certifications

**Certifications/Licenses:** Must possess current Pediatric CPR, First Aid, AED, Child Abuse Prevention and Common Illness certification.

**Physical Demands:** The employee is occasionally required to reach with hands and arms and use legs to lift/move up to 25 lbs. occasionally.

***This position description is not a contract. The Greensburg YMCA reserves the right to change this position description as necessary. I have read and understand the position description, expected work schedule, and rate of compensation, and I accept this position.***

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_