



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Group Supervisor (Toddler)**

Status: Full Time (Non-Exempt)

Reports to: Director of Youth Development

Department: Learning & Caring

Revision Date: 2/1/17

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### POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Organizes and implements high quality YMCA infant/young toddler program(s).

### ESSENTIAL FUNCTIONS:

1. Plans, implements and coordinates the toddler program for assigned location. Ensures high quality programs and establishes new program activities.
2. Trains, develops and schedules personnel and volunteers as needed. Reviews and evaluates staff performance along with Director of Youth Development.
3. Coordinates activities of assistant group supervisors and aides.
4. Ensures program operates within budget and that program fees are collected. Supports and budgets for healthy eating through coaching, mentoring, and monitoring food quality.
5. Assures compliance with federal, state and local regulations as they relate to program area, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures followed.
6. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
7. Maintains proper records including but not limited to incident/accident reports.
8. Organizes special events for parents. Assists in YMCA fund raising activities.
9. Assists in the marketing and distribution of program information.
10. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
11. Performs other duties as assigned and in accordance with the planned Chart of Work.

### YMCA COMPETENCIES (Team Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising efforts of the branch.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and

procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Bachelor's degree in early childhood education, child development, special education, elementary education or human services.
  - a. Or Bachelor's degree which includes 30 credit hours in early childhood education, child development, special education, elementary education or human services with 1 year of experience with children.
  - b. Or Associate's degree in early childhood education, child development, special education, elementary education or human services with 2 years of experiences with children.
  - c. Or Associate's degree which includes 30 credit hours in early childhood education, child development, special education, elementary education or human services with 3 years of experience with children.
2. Minimum age of 21.
3. Prior to or within 30 days of hire must complete: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength (must be able to lift with little or no effort up to 40 pounds), agility and mobility to perform essential functions of position and to safely supervise children's activities.

**SELF-MOTIVATION & INNOVATION:**

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_