



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Assistant Group Supervisor (SACC)**

Status: Part-Time

Reports to: Child Care Director

Department: Child Care

Revision Date: 7/28/17

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 School Aged Child Care program(s).

ESSENTIAL FUNCTIONS:

1. Plans, implements and coordinates the school aged child care program for assigned location. Ensures high quality programs and establishes new program activities.
2. Coordinates activities and supervises school aged child care aides.
3. Assists Child Care Director to assure 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.
4. Assists in the upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
5. Assists in maintaining proper records including but not limited to incident/accident reports.
6. Assists in the organization of special events for parents. Assists in YMCA fundraising activities.
7. Assists in the marketing and distribution of program information.
8. 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 fundraising 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. High School Diploma or a General Educational Development certificate and 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or human services.
 - a. Or a high school diploma or general educational development certificate, including 600 or more hours

YMCA JOB DESCRIPTION FOR ASSISTANT GROUP SUPERVISOR-SCHOOL AGED CHILD CARE

of secondary training in early childhood education, child development, special education, elementary education or human services.

- b. Or a high school diploma or general educational development certificate, 15 credit hours from an accredited college or university early childhood education, child development, special education, elementary education or human services and 1 year of experience with children.
- c. Or a high school diploma or general educational development certificate and completion of a post-secondary training curriculum in early childhood education, child development, special education, elementary education or human services.
- d. Or a high school diploma or general educational development certificate and 2 years of experience with children.

- 2. Minimum age of 18.
- 3. Prior to or within 30 days of hire must complete: Child Abuse Prevention; CPR with AED; First Aid; 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: _____