



eliminating racism
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ywca

Job Title: **School Age Child Care Site Supervisor**

Job Code:

FLSA Status: Non-exempt

Job Grade:

Status: P/T

Department:

Reports to: Site Coordinator/Program Director

Revision Date: 2/12/2017

POSITION SUMMARY:

Under the direct supervision of the Before & After School Program Coordinator, the Site Supervisor will be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the Dubuque Community YMCA/YWCA Before & After School Program at their assigned school. The Site Supervisor is responsible for compliance with Iowa Department of Human Service licensing standards and the Dubuque Community YMCA/YWCA policies and procedures. The Site Supervisor is responsible for conducting themselves in a professional manner and for overseeing the professional conduct of site staff.

ESSENTIAL FUNCTIONS:

1. Responsible for the daily operation of the assigned Before & After School Program
2. Supervise site staff through delegation, encouragement, coaching & correction
3. Create activity plans for each week and submit them to the Program Coordinator on time
4. Develop and implement plans for activities, making sure the site staff have clear direction
5. Prepare for daily activities before children arrive
6. Interact appropriately with the children, establishing and maintaining appropriate boundaries
7. Engage children in structured, age appropriate activities, operating with the best interest of the child in mind and ensure site staff do the same
8. Establish a positive relationship with each child's parent/guardian, school staff and co-workers maintaining good communication
9. Provide excellent customer service to parents, children, and school staff
10. Follow and enforce program and organization policies as well as licensing standards
11. Enter attendance data in to the software provided accurately and on time
12. Other duties as assigned

YMCA COMPETENCIES

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.

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. Must be at least 18 years of age, have some direct childcare experience and basic knowledge of children and child development. A minimum of one (1) year supervisory experience preferred
2. Must receive a negative Criminal Records Check Report
3. Must provide a physical report with a negative TB test
4. Must either be certified or can be certified in CPR/First Aid, Universal Precautions and Bloodborne Pathogens. Training in Mandatory Child Abuse provided.
5. Demonstrates dependability and a positive attitude
6. Respects the confidentiality of childcare matters
7. Demonstrates good communication skills with children, parents and other staff
8. Completes required DHS licensing continuing education annually
9. Must work well with others and be willing to accept responsibilities and directions from supervisor
10. Projects a positive attitude about the Y childcare programs, as the site of choice, for the community
11. Promotes the Y mission and core values in their behavior and in the development of children's programs
12. Participates and assists with other Y programs. Becomes involved in Y volunteer opportunities

WORK ENVIRONMENT AND 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.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____