

Dubuque County YMCA/YWCA Job Description

Job Title: **Evening Child Care Site Supervisor**

FLSA Status: Non-Exempt

Reports to: Childcare Program Director



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Position Summary:

Under the direct supervision of the Director of Childcare, the Site Supervisor will be responsible for providing an appropriately safe, caring and enriching environment for the children. 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 childcare site at Northeast Iowa Community College in Dubuque.
2. Supervise site staff through delegation, encouragement, coaching & correction
3. Create activity plans for each week
4. Develop and implement plans for activities, making sure the site staff have clear direction
5. Interact appropriately with the children, establishing and maintaining appropriate boundaries
6. Engage children in structured, age appropriate activities, operating with the best interest of the child in mind and ensure site staff do the same
7. Establish a positive relationship with each child's parent/guardian, school staff and co-workers maintaining good communication
8. Provide excellent customer service to parents, children, and school staff
9. Other duties as assigned

YMCA/YWCA 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:

- Must be at least 18 years of age, have some direct childcare experience and basic knowledge of children and child development
- Must receive a negative Criminal Record; Check Report
- Must provide a physical report With a negative TB test
- Must either be certified or can be certified in CPR/First Aid, Universal Precautions and Bloodborne Pathogens.
- Demonstrates dependability and a positive attitude
- Demonstrates good communication skills with children, parents and other staff
- Must work well with others and be willing to accept responsibilities and directions from supervisor
- Demonstrates dependability and a positive attitude

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.