



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Site Supervisor
Leadership Level: Leader 5
Status: P/T
Reports to: Program Director

Pay Range: starting at \$14-\$15/hr
FLSA Status: Non-Exempt Department:
Child Care Revision Date: 4/9/20

POSITION SUMMARY:

Provides direction for the program and classroom, and implements program Creative Curriculum. Provides a quality experience to children and parents that focus on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

- Supervises staff and day to day operations.
- Create curriculum and weekly themes. Plan and setup supplies for staff daily or weekly.
- Ensures lead counselors are implementing daily lessons and activity plans.
- Adheres to program standards including safety and cleanliness.
- Supervises the children, classroom, and all activities.
- Makes ongoing, systematic observations and evaluations of each child and staff.
- Conducts parent conferences, and maintains positive relationships and effective communication with parents. Engages parents as volunteers.
- Maintains program site and equipment.
- Maintains required program records.
- Maintain thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintain compliance at all times.
- Attends and participates in all family nights, program activities, and team meetings.
- Actively seeking to continuously update skills by attending outside workshops and constantly whenever possible, by becoming active in professional organizations and constantly seeking new ideas and materials.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Meets educational and experience qualifications established by the Department of Social Services Division of Licensing.
- Must be 21 years old.
- At least one year of experience working with children in a developmental setting preferred.
- Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- Participation in required in-service training (24 hours) annually.
- Pre-employment drug testing.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to plan, lead and participate in activities.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

The Y: We're for youth development, healthy living, and social responsibility.