



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Site Supervisor  
Leadership Level: Leader  
Status: PT  
Reports to: Multi-Site Director

Pay Range: \$18-\$20  
FLSA Status: Non-Exempt  
Department: Youth Development  
Revision Date: 7/7/2025

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The YMCA is a leading nonprofit organization committed to strengthening community through youth development, healthy living, and social responsibility. Our programs are designed to help children and families thrive in a supportive environment.

### POSITION SUMMARY:

The Site Supervisor will oversee the daily operations of the program at their assigned elementary school. This role involves managing staff, ensuring student safety and well-being, and creating a positive atmosphere for all participants. The Site Supervisor will work closely with their Multi-Site Director to observe staff, manage student behavior, and organize program supplies. The ideal candidate is reliable, self-motivated, and serves as a positive role model.

### ESSENTIAL FUNCTIONS:

- **Supervise Staff and Operations:**
  - Oversee day-to-day program operations and staff at the site.
  - Create and manage staff schedules.
  - Address student and staff concerns or behavioral issues promptly and effectively.
- **Program Management:**
  - Implement daily activities to meet the needs of the students, ensuring quality, safety, and hygiene standards are maintained.
  - Prioritize the well-being, safety, and protection of all campers and staff.
  - Contact parents for unpaid balances and suspension due to missed payments, etc.
  - Evaluate potential risks and proactively implement actions to mitigate them.
- **Communication:**
  - Communicate effectively with the Multi-Site Director, staff, and parents.
  - Maintain positive relationships and effective communication with parents, answering their questions and addressing their concerns.
- **Compliance and Standards:**
  - Adhere to program standards, including safety and cleanliness.
  - Maintain thorough knowledge of licensing standards set forth by the Commonwealth of Virginia and ensure compliance at all times.
- **Continuous Improvement:**
  - Attend and participate in program activities, association events, and team meetings.
  - Seek to continuously update skills by attending workshops, participating in professional organizations, and seeking new ideas and materials.
- **Other Responsibilities:**
  - Assist the Multi-Site Director with staff observation, student behavior management, and sorting supplies.
  - Perform other duties as assigned to support the program's success.

## 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.
- At least 21 years of age.
- At least one year of supervision skills and experience working with children 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.

## 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.

## 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.**