



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **SITE SUPERVISOR**
Leadership Level: Leader 5
Status: F/T
Reports to: Program Director

Pay Range: \$15-\$20/hr
FLSA Status: Non-Exempt
Department: Youth & Family
Revision Date: 7/30/20

In these uncertain times, the YMCA is needed now more than ever, and we need your help! We are looking for great staff to join our new Virtual Learning Program at the Brooks Family YMCA this fall to assist working parents out there that are unable to stay home with their children and supervise their virtual classes.

POSITION SUMMARY:

Position is responsible for overseeing the virtual learning & enrichment center, the staff and the students. Responsible for the safety and well-being of students attending the program. Manage teachers, lead teachers, and assistants. Communicate effectively with director, staff and parents. Assist Program Director with staff observation, student behavior and sorting supplies. Must be very reliable, self-motivated and a good role model.

ESSENTIAL FUNCTIONS:

- Supervises staff and the day to day operations of the virtual learning enrichment center.
- Available to work Monday-Friday from 7:30-5:45pm.
- Assist Program Director with creating weekly enrichment activities.
- Plan and setup supplies for staff weekly.
- Ensures lead teachers are implementing daily plans.
- Adheres to program standards including safety and cleanliness.
- Supervises the staff, children, 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.
- Maintains program site and equipment.
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintain compliance at all times.
- Attends and participates in 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.
- Performs other duties as assigned.

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: _____