

# Santa Maria Valley YMCA

## Job Description

**Job Title:** Site Supervisor/Child care

**Reports To:** Licensed Center Director

Hourly Part-time Position. Approximately 30 hours per week when school is in session.

**General Purpose:** Responsible for quality day-to-day care of school age group of children. Plans and implements a developmentally appropriate environment and curriculum in cooperation with the program supervisor and the staff team. The child care site supervisor for afterschool is a seasonal position hired for the duration of the school year. Hours may vary depending on early dismissal and holidays.

### **Qualifications:**

1. 15 early childhood education units and 3 early childhood education unit in administration.
2. Continuing education; a least 3 ECS units or elementary education units per school year.
3. CPR and First Aid training (YMCA will provide training, if necessary.)
4. Demonstrates and understanding for the needs of children, including patience and enthusiasm
5. Ability to implement planned activities with a group of children.

### **Job Duties and Responsibilities** *(may not include all of the duties assigned):*

1. Plan and implement a quality, developmentally appropriate environment.
2. Schedule daily activities in conjunction with the child care supervisor and the child care team.
3. Build relationships and promote a positive environment for children, parents, staff- and school personnel.
4. Know and follow YMCA policies and procedures and state licensing requirements.
5. Supervise the assistant(s) and include them in the planning and implementation of the curriculum.
6. Demonstrate positive relationships and clear communication with the children, parents, staff and school personnel.
7. Maintain the daily health and safety of the children.
8. Maintain accurate records and documents as needed.
9. Set up and clean up supplies as needed. Purchase supplies as needed.
10. Attend staff meetings and trainings as required.
11. Responsible for creating and keeping a clean, safe and well-maintained workplace environment.
12. Responsible for demonstrating YMCA values of *Caring, Honesty, Respect* and *Responsibility* in all aspects of YMCA employment and programs. Must promote and maintain a positive work attitude and workplace environment.
13. Must cooperate at all times in fulfillment of YMCA Mission.

### **At hire or within 30 days of employment:**

1. New Employee Orientation
2. First Aid/CPR (adult and infant)
3. TB test (required by childcare licensing)
4. Bloodborne Pathogen training/Cert.

### **Required Certifications and Trainings:**

1. Basic Supervisor Training

**Physical Demands:**

Must be able to sit, stand and walk for extended periods of time. Ability to use hands and fingers to feel and manipulate, such as at a computer keyboard or phone. Must be able to talk, see and hear. Must have the physical ability to carry and set up 50 lbs. of equipment and constrain a child when necessary for safety purposes (children weigh 50-75 lbs.). Must be able to respond audibly and call for assistance in an emergency.

**Work Environment:**

Must be able to work in a quiet as well as moderately noisy work environment. No other particular exposure to difficult environmental conditions.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_