

**Bedell Family YMCA  
Job Description**

**Job Title:** Y Kids Supervisor

**Pay Grade:** Hourly \$15-\$16, dependent upon experience

**Reports to:** School Age Director

**Job Summary:** To work as part of the YMCA Leadership Team in building programs that promote Healthy Living, Social Responsibility and Youth Development by providing leadership for Before and After School programming, Y Kids Summer Adventure Club, Kids Day Out, Character Center, and various youth programs as assigned.

**Essential Functions:**

**1. Overall**

- a) Support the mission of the YMCA.
- b) Incorporate the YMCA character development Caring, Honesty, Respect, and Responsibility in your daily routine and incorporate these character traits when interacting with staff, members, and program participants.
- c) Maintain a positive working relationship with fellow staff and members of all ages at all times.

**2. Program Management**

- a) In partnership with the School Age Director and Youth Services Coordinator, responsible for overseeing Y Kids Before and After School Program and Y Kids Summer Adventure Club.
- b) Responsible for knowing, understanding, and overseeing the implementation of all childcare regulations necessary to secure and maintain licensing and to insure a good relationship with DHS.
- c) Responsible for the leadership to a Y Kids site location with a presence and intentional lesson plans for daily activity.
- d) Responsible for proper completion of behavior and incident reporting.
- e) Responsible for the tracking of all Y Kids participant forms including registration forms, medication and sunscreen permissions/logs, and photo releases.
- f) Responsible for monitoring staff ratios to remain in DHS compliance and within budget.
- g) Responsible for maintaining and inventorying the program sites first aid supplies and all other relevant materials.
- h) Attend all staff meetings, other designated meetings, and workshops required.
- i) Acquire and maintain all appropriate certifications for DHS.
- j) Responsible to function as a part of a team to provide quality programs and services to YMCA members and program participants.
- k) Perform other duties as assigned by supervisor.

**3. Supervision**

- a) Assist in Training, Supervising, and Evaluating selected program staff and volunteers for School Age department.
- b) Assist with staff meetings and trainings as needed to keep staff informed and certified.
- c) Work with supervisor to develop and implement training process for staff to prepare them for work.
- d) Keep supervisor up-to date on all relevant situations.

**4. Communication**

- a) Distribute materials in a timely and efficient manner for all programs.
- b) Effectively communicate with staff teams and co-workers.
- c) Regularly communicate with Youth Services Coordinator and School Age Director.
- d) Maintain open communication with Parents/Guardians at drop off and pick up, discussing behavior and incident reports.

e) Maintain age-appropriate communication with youth participants.

**5. Qualifications**

a) High School Diploma or GED Equivalent required.

b) Preferred AA/BA/BS in education, recreation, or related field or similar experience.

c) Appropriate certifications required for DHS licensed programming, or ability to obtain within 3 months.

d) CPR and First Aid certifications or ability to obtain within 3 months.

e) Appropriate YMCA trainings as indicated by supervisor.

**Working Conditions:**

- Ability to work irregular hours.
- Ability to work additional hours in the summer and on non-school weekdays.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and supplies weighing up to 20 pounds.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.

**Effect on End Result**

The effectiveness of a competent Y Kids Site Supervisor will be a steady growth and retention of volunteers, program participants, and individuals involved in the programs of the YMCA. This position will impact the community understanding of the "Y" and its mission. The "Y" will be known as the leader in the community, as a mission-driven, values-driven, ethical organization.

Specifically agreed upon goals will be mutually established and reviewed at least once per year. The measurement of the Y Kids Site Supervisor performance and effectiveness will be based on the accomplishment of these goals.

WE UNDERSTAND AND MUTUALLY ACCEPT THAT THE ABOVE DESCRIPTION REPRESENTS OUR AGREEMENTS AS TO THE JOB TO BE PERFORMED.

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Y Kids Site Supervisor      Date

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School Age Director      Date