



**Job Title: Pinehurst Area Afterschool Site
Supervisor
(Part-time, Hourly)**

Prepared By: Youth and Family Programs Director

Department: Youth Development

Prepared Date: 11/27/2023

Reports To: Youth and Family Programs Director

Approved By: Preschool and Childcare Director

Salary: \$21/hour

Approved Date: 11/27/2023

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and supervises program activities, Afterschool Care participants, and Afterschool Care staff at our Pinehurst area site to meet the needs of our afterschool program and fulfill YMCA objectives. Maintains program site and equipment.
- Responsible for the daily sign in and out of program participants. Required to maintain all records, including rosters, incident reports, unacceptable behavior reports, and medication forms. Assists with additional administrative duties as assigned.
- Communicates directly with school/facility personnel, ensures that all staff and participants follow the rules and maintains positive relationships with school/facility personnel.
- Demonstrates a working knowledge of the YMCA childcare policies and ensures the program meets the highest standards of excellence. Follows procedures including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- Regularly communicates with families about their child's day, addresses any behavioral issues and works with families to make accommodations as needed.
- Ability to plan, lead and participate in a range of activities, such as group games, crafts, STEM projects, and more, in a variety of indoor and outdoor settings.
- Responsible for managing and overseeing Afterschool Care staff at their site, this includes addressing staff concerns, providing support, etc.
- Ensure all children are aware of rules and daily scheduled routines.
- Promotes a positive approach to supervision, communication, and interactions with others; maintains ongoing communication with supervisor. Actively engages with youth and activities during the program.
- Required to mop/sweep, wash the dishes, sanitize toys, take out trash, etc.
- Must successfully pass a security clearance.
- Attend and participate in all staff meetings and trainings as required.
- Perform other duties as assigned.

JOB DUTIES

- Maintain punctual, regular, and predictable attendance.
- Must be responsible and pay attention to details.
- Able to work alone as well as collaboratively in a team environment with a spirit of cooperation.
- Maintain a positive image at all points of contact with members of the public.
- Assist site supervisor with specific tasks as assigned.



- Maintain professional attitude and manner and respectfully take direction from supervisor.

QUALIFICATIONS

- Education in youth development, elementary/secondary education or equivalent
- Previous experience working with children in a childcare, camp, or classroom setting
- Must have safe, reliable transportation and be comfortable driving on Hwy 66
- CPR certification and Child Abuse Prevention training within 30 days of hire date
- Previous experience with diverse populations is preferred; the ability to develop positive, authentic relationships with people from all backgrounds
- Excellent communication and interpersonal skills
- Ability and willingness to fulfill responsibilities in accordance with program goals
- Knowledge and skills in leadership, child development, crafts, games, etc. (or willingness to learn)
- At least one year of previous supervising experience

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- Ability to walk, run, stand, and sit for long periods of time.
- May be required to lift and/or carry items up to 50 lbs.

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.

Employee Signature:

Employer Representative:

Date:

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.