



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

**Reports To: Youth Activities Director**

**Department: Youth Development**

**Salary: \$19.50-\$22/hr**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs and supervises Afterschool Care program activities, participants, and staff at one of our Afterschool Care sites.
- Responsible for and required to maintain all records, including but not limited to rosters, FYI Reports, Unacceptable Behavior Reports, and Medication forms. Follows procedures including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- Ensures that all staff and participants are aware of and follow the YMCA and site rules and maintains positive relationships with school and facility personnel.
- Demonstrates knowledge of the YMCA childcare policies and ensures the program meets the highest standards of excellence.
- Responsible for regularly communicating with families about participant's day, addresses any behavioral issues and works with families to make accommodations as needed.
- Plans and facilitates activities for Afterschool Care participants using the provided curriculum. Ability to lead and participate in a range of activities in a variety of indoor and outdoor settings.
- Responsible for managing and overseeing Afterschool Care staff at their site, this includes but is not limited to training, addressing staff concerns, providing support, etc.
- Regularly communicates with Youth Activities Director about the site, program participants and staff.
- Promotes a positive approach to supervision, communication, and interactions with others; maintains ongoing communication with supervisor. Actively engages with participants during the program.

## **JOB DUTIES**

- Attend and participate in all staff meetings and trainings as required.
- Must commit to working School's Out Days during the school year.
- Perform other duties as assigned.
- 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.
- Maintain a positive image at all points of contact with members of the public.
- Required to mop/sweep, wash the dishes, sanitize toys, take out trash, etc.
- Maintain professional attitude and manner and respectfully take direction from supervisor.

## **QUALIFICATIONS**

- Must successfully pass a security clearance.
- Education in youth development, elementary/secondary education or equivalent



- Must have at least two years of experience working with children in a childcare, camp, or classroom setting
- Must be enrolled in the Oregon Office of Childcare's Central Background Registry (CBR)
- 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)
- Previous supervising experience, preferred

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 in a variety of indoor and outdoor settings.
- 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:**

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**Employer Representative:**

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**Date:**

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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.

**Prepared By: Youth Activities Director**

**Approved By: Senior Operations Director**

**Approved Date: 8/4/2025**