



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ASSISTANT GROUP SUPERVISOR JOB DESCRIPTION

Job Title: Assistant Group Supervisor
FLSA Status:
Status: F/T or P/T (specify when possible)
Reports to: Child Care Director

Job Code:
Job Grade:
Department:
Revision Date:

Supervised by: Child Care Director, Assistant Director and Group Supervisors

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Director, the Assistant Group Supervisor is responsible for assisting with daily operations and maintenance of the program areas. Additionally, the Assistant Group Supervisor must comply with DHS Regulations and Y Policies and Procedures.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Implements lesson plans and program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values, and FUN.
3. Adheres to program standards including safety and cleanliness standards.
4. Attends staff meetings and trainings.
5. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
7. Strives towards cultivating relationships, achievement and belonging.
8. Performs other duties as assigned by Director and Assistant Director.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and

YMCA JOB DESCRIPTION FOR SACC COUNSELOR

procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. High school graduate or equivalent; one year or more of college preferred.
2. Previous experience working with children preferably in a day camp setting
3. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc...
4. At least 18 years of age (The age minimum may be higher depending on state law and YMCA policies.)
5. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
6. Previous experience with diverse populations preferred.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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 plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

Supervisor's name

Supervisor's signature

Today's date: _____