

# YMCA of Greater Seattle

## JOB DESCRIPTION

Job Title: **Assistant Program Supervisor: Early Childhood/School Age** Range: I

Job Number: 2158

Unit: All

Date Revised: 01/08

FLSA Type: Non-Exempt

YMCA: Various

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### **GENERAL FUNCTION**

Assists in providing day to day supervision and management of a child care site. Plans and implements a safe and quality child care program by working directly with staff and children.

### **ENTRY REQUIREMENTS**

1. 21 years of age or older.
2. Current state approved first-aid certification. \*
3. Current state approved community CPR certification. \*
4. TB test by the Mantoux method. \*\*
5. HIV/AIDS training certification. \*
6. For Early Childhood programs: 45 or more college quarter credits in early childhood/child development, or possess an equivalent educational background, or be a certified Child Development Associate (preferred). For School-Age programs: 30 credits in elementary education, or the educational equivalent, in courses such as recreation, physical education, education, music, art, psychology or social services.
7. Experience in working with children the same age as those to be supervised.
8. Knowledge of culturally relevant and developmentally appropriate practices.
9. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful.

\* At hire, or earliest possible training (but no later than 90 days after employment)

\*\* Prior to beginning child care duties

### **CORE COMPETENCIES**

*1. Supports the Mission, Vision and Direction of the YMCA:* Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.

*2. Builds Community:* Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.

*3. Provides a Quality Experience for Members, Participants, Internal Customers and Others:* Possesses the ability to deliver outstanding experiences for members, participants, internal

customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.

*4. Works Productively:* Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.

*5. Uses Effective Personal Behaviors/Communicates Effectively:* Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

### **PRINCIPAL ACTIVITIES**

1. Plans and implements the child care program in accordance with the goals and policies of the YMCA. Conducts activities using anti-bias principles and practices.
2. Provides direct supervision of children.
3. Maintains effective relationships with families, facility personnel, and the community. May plan and conduct events for parents.
4. Assumes responsibility for program operation when DSHS-designated and qualified staff is not on premises.
5. May directly supervise staff and volunteers.
6. Maintains required records according to YMCA and DSHS standards, including, for example, attendance records, immunization records, registration information, accident reports, discipline records and fire evacuation records.
7. Assists in recruiting new enrollments. May ensure that site supplies are maintained and purchased as necessary.
8. Performs general housekeeping tasks and ensures that site is properly maintained.
9. Provides day to day guidance for staff, in order to ensure appropriate supervision of children and activity areas. Maintains required staff/child ratios.
10. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
11. Attends staff meetings and training programs.
12. Assists in recruitment and support of Parent Advisory Group.

### **COMMENTS**

All child care positions and staff are subject to licensing standards established by the Department of Social and Health Services (DSHS). Entry requirements for staff listed above are based upon current YMCA interpretation of such standards, are not inclusive, and are subject to change.

**NOTE:** Employees in this position are encouraged, if otherwise qualified, to become authorized YMCA van drivers. Pre-requisites for becoming an authorized van driver (includes mini bus)

include: minimum age of 21, valid driver's license, at least three years of driving experience, and a driving record which meets or exceeds YMCA standards. Principal activities for authorized drivers include a) driving the YMCA van as required, including following all driver regulations b) performing pre-trip inspections, c) ensuring vehicle is clean, and d) reporting vehicle conditions in need of attention or correction.