



## PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

**JOB TITLE:** Assistant Group Supervisor  
**LEVEL:** 5  
**SUPERVISOR:** Child Care Director  
**DATE:**

**JOB CODE:** 7020P/7040F  
**FLSA STATUS:** Non-Exempt  
**LOCATION:**

### POSITION PURPOSE

The Assistant Group Supervisor is expected to assist in planning and implementing daily program activities and curriculum for assigned classroom; may oversee classroom staff to ensure program quality; maintaining program quality in accordance with ECERS/ITERS, Keystone STARS guidelines and YMCA policies; ensure the safety, well-being and cognitive development of children; engage and participate in all activities with the children.

### ESSENTIAL FUNCTIONS

- Implement curriculum for classroom and ensure child centered and developmental learning within YMCA/DPW/Keystone STARS guidelines for age/developmentally appropriate practices. Attend Team Teaching meetings.
- Supervise children and ensure safety and adherence to policies and procedures of the YMCA/DPW/Keystone STARS. Ensure guidelines for age appropriate interactions are followed at all times with the children. Accurately maintain attendance of the children. Adhere to small group ratios/set ups as described in the guidelines for small group interaction.
- Ensure effective and timely communication with parents. Ensure lead teacher's information reaches parents as instructed. Ensure program meets individual child/parent needs. Maintain confidentiality at all times. Adhere to the guidelines for proper verbal interaction with parents.
- Maintain direct, quality and control of classroom that is consistent with YMCA/DPW/Keystone STARS guidelines for childcare in a non-physical redirection oriented environment that builds a child's self esteem. Maintain the guidelines for redirection as a form of discipline, and for verbal interaction at all times. Maintain sensitivity and patience with the children.
- Advise director of any concerns regarding facilities, space, staffing and child/staff ratios. Ensure compliance with YMCA/DPW/Keystone STARS.
- Maintain parent required daily/weekly written communication sheets to ensure parents are well informed about their child's progress in all developmental areas. Maintain other necessary paperwork (timecards, incident reports, curriculum sheets and classroom observation sheets).
- Attend all necessary YMCA/DPW/Keystone STARS trainings. Keep your PDR up to date at all times.
- Ensure adherence to YMCA/DPW/Keystone STARS standards for classroom set up and maintenance. Ensure the timely and effective use of all materials, snack, and other classroom resources.
- Ensure that centers are maintained with items in correct center, bins labeled and correct items in the correct bins, and on the correct labeled shelf.
- Engage children in the maintaining of centers and items in centers.
- Attend Staff Meetings/Team Teaching Meetings/Back to School Night
- Participate as a member of the YMCA team member and contribute to the attainment of the YMCA mission.
- Know the mission and be able to apply it to your job responsibilities. Also, be able to explain to parents how child care meets the YMCA mission.
- Read the Keystone STARS guidelines in order to be knowledgeable in the Keystone Stars procedures, and approach to early childhood education.
- Perform other related duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion
  - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

## **ENVIRONMENTAL CONDITIONS**

Exposure to high levels of noise, occasional exposure to weather.

## **PHYSICAL REQUIREMENTS**

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, children, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 50–75 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to clearly see at 20 inches or less and 20 feet or more.

## **REQUIREMENTS**

- Associate’s degree in ECE (meet requirements for Keystone Stars) or a high school diploma with 15 ECE credit hours and 2 years experience with children.
- A minimum of 6 hours of child development training per year as defined by DPW.
- Complete Keystone STARS training hours in accordance with your branch’s STAR level.
- Clear Physical (every year) Clear TB screening (every other year).
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

## **OTHER**

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

<b>CARING</b>	Showing a sincere concern for others.
<b>HONESTY</b>	Be truthful in what you say and do.
<b>RESPECT</b>	Follow the Golden Rule.
<b>RESPONSIBILITY</b>	Be accountable for your promises and actions.

**OUR MISSION**

To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_