



PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

JOB TITLE: Program Supervisor – Achievers & Outreach **JOB CODE:** 3130P/3190F
LEVEL: 4 **FLSA STATUS:** Non-exempt
SUPERVISOR: **LOCATION:** Rocky Run
DATE:

POSITION PURPOSE

Coordinate the delivery of the Y Achievers, Y-Speaks, and Community Outreach programs. Train, schedule and supervise staff and volunteers. Provide support and encouragement to assist participants in learning YMCA programs. Ensure safety and cleanliness of the program area and adherence to all YMCA safety standards and rules.

ESSENTIAL FUNCTIONS

- Ensure YMCA program instruction is in accordance with YMCA program standards. Ensure adherence to YMCA progressive standards and quality.
- Provide a safe environment that allows members and participants to learn YMCA programs. Encourage and support staff volunteers and students to provide an enjoyable YMCA.
- Coordinate the evaluation of program skills; completion of progress reports for each session; completion of communications for parents. Ensure that all lessons are planned for age appropriate development.
- Ensure the coordination of ordering supplies and equipment. Ensure that all volunteers and staff are properly trained in all aspects of YMCA progressive skill development and program participation policies.
- Incorporate character development objectives into the program to reinforce the YMCA values of caring, honesty, respect and responsibility.
- Participate as a part of the YMCA staff team in providing a safe and enjoyable environment. Respect others by arriving on time and in accordance with schedule. Wear proper attire and name tag in accordance with YMCA standards. Attend staff meetings and trainings as required.
- Provide excellent service to members and participants. Communicate all YMCA rules and ensure that you are accessible and identifiable.
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- Complete incident reports.
- Perform other related duties as required.

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 weather, high levels of noise

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 75-100 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; ability to balance, climb, and do other feats that convey peak physical fitness

REQUIREMENTS

- High school or equivalent, some college preferred, 21 years of age with an excellent knowledge of the program and 3-5 years working with children.
- Experience in hiring and supervising staff and volunteers preferred.
- Ability to work with others. Sensitive to others.
- Ability to perform activities which require sustained concentration and attention.
- 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

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: _____