



PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

JOB TITLE: Group Supervisor
LEVEL: 7
SUPERVISOR: SACC Director
DATE:

JOB CODE: 7030P/7050F
FLSA STATUS: Non-Exempt
LOCATION: Pottstown YMCA

POSITION PURPOSE

The Group Supervisor is expected to plan and implement daily program activities and curriculum for assigned classroom; maintaining program quality in accordance with ECERS/ITERS, Keystone STARS guidelines and YMCA policies; ensure the safety, well being and age appropriate instruction of all children in your care.

ESSENTIAL FUNCTIONS

- Plan curriculum for classroom and ensure child centered age appropriate lessons are offered. Adhere to learn through play philosophy for your age group. Ensure that staff in your room attend team teaching meeting, and take on an active role in planning, implementing and actively participating in all activities.
- Supervise classroom staff to ensure that they are upholding all YMCA/DPW/Keystone STARS guidelines for proper verbal interaction, proper learn through play techniques and age appropriate redirection as a form of discipline.
- Accurately maintain daily records of attendance, mobile emergency contact binders, trip binders and allergy reports
- Ensure effective and timely communication of child progress with parents. Ensure that the parents receive their parent communication sheets daily/weekly. Ensure that staff in your classroom maintain sensitivity and patience with the children and parents and provide care to meet the individual needs of the child/families. Ensure that confidentiality is maintained at all times, and that staff are using correct verbal interactions with parents.
- Ensure staff adhere to the YMCA/DPW/Keystone STARS standards for maintaining cleanliness, centers set up, toy bins and correct return of toys to areas. Ensure that staff are engaging children in the maintaining of said centers and items.
- Inform Director of any concerns regarding facility, space, staffing, child/staff ratios or child developmental issues that may require early intervention.
- Effectively plan and manage resources. Ensure effective staffing. Ensure timely and effective use of materials, snack, and other classroom resources. Ensure that staff in your room are also maintaining effective method of usage.
- Ensure that small group interaction, teacher directed activities vs. child chose activities are well maintained as required by YMCA/DPW/Keystone STARS.
- Attend Staff Meetings/ Team Teaching Meetings/Back to School Night.
- Attend all necessary YMCA/DPW/Keystone STARS trainings. Keep your PDR up to date at all times.
- 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 DPW and Keystone STARS guidelines in order to be knowledgeable in DPW and 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

- Bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and at least 2 years experience
- 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:

CARING	Showing a sincere concern for others.
HONESTY	Be truthful in what you say and do.
RESPECT	Follow the Golden Rule.
RESPONSIBILITY	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: _____