Greater Philadelphia YMCA
Group Supervisor Job Description

JOB TITLE: Group Supervisor
LEVEL: Site Director
SUPERVISOR: Site Director
DATE: 

JOB CODE: 
FLSA STATUS: Non-Exempt
LOCATION: Community Services

POSITION PURPOSE:

The Group Supervisor is expected to assist in the implementation and facilitation of Greater Philadelphia YMCA Out of School Time (OST) program activities; ensure a safe environment, engage and participate in activities with youth & teens and maintain the safety of the program participants at all times.

ESSENTIAL FUNCTIONS:

• Assist the Site Director with the planning and implementation of the OST curriculum.
• Assist the Site Director with student files. Help to ensure all required documents and assessments are up to date.
• Oversee the safety and location of all program participants.
• Actively participate with the youth/teens in all activities. Ensure proper clean up and maintenance of all materials.
• Maintain sensitivity and patience with youth and teens and attempt to meet the individual youth/teen’s needs. Maintain confidentiality at all times.
• Attend Staff Meetings/ Back to School Nights/Student Lunch Times to recruit and advise of the program.
• Maintain all paperwork related to program activities. Notify Site Director of any personal or programmatic problems and suggestions.

OTHER DUTIES AND RESPONSIBILITIES:

• All GPY Staff is responsible for the following:
  ▪ Maintaining a clean, well-groomed appearance; keeping in compliance with the GPY Dress Code
  ▪ Maintaining the safety of all members and staff by identifying and correcting risk situations, write incident reports, etc.
  ▪ Ensuring the overall cleanliness of the facility.
  ▪ A commitment to Diversity and Inclusion.
  ▪ Keeping the youth/teens in the care of the GPY programming safe from harm and report signs and suspicions of abuse when necessary to the requisite state agency.
  ▪ Perform all job duties as assigned.
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.

OTHER REQUIREMENTS

- High School Diploma/Associates Degree
- Attend a staff orientation for Greater Philadelphia YMCA.
- 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: o CPR Pro/AED/O2 (valid 2 years unless otherwise noted) o First Aid (valid 2 years unless otherwise noted) o Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted).

OTHER

At the GPY 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: ______________

The Greater Philadelphia YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.