



## YMCA JOB DESCRIPTION

Job Title: Assistant Group Supervisor - Child Care

Salary Range: \$9.00/\$11.00/\$13.00

FLSA Status: Non-Exempt

Reports to: Child Care Director

Revision Date: 10.14.2019

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### POSITION SUMMARY:

The Assistant Group Supervisor is responsible for all operations of the classroom including planning and implementing appropriate activities, following the daily schedules, supervising and coordinating activities with the classroom aides and/or volunteers

### ESSENTIAL FUNCTIONS:

Under the direction of the Center Director the Assistant Group Supervisor shall:

1. Conduct the duties of this position in a manner that is consistent with and follows all YMCA Personnel and Child Care Policies; including the State Regulations for Child Care Centers, the Character Traits of Caring, Honesty, Respect and Responsibility.
2. Attend trainings, be familiar with and adhere to policies relating to Risk Management
3. Report all concerns regarding the children, program and co-workers to the Center Director in a timely manner.
4. Establish and model appropriate classroom management skills and techniques.
5. Ensure the safety and well being of all children in the program by providing appropriate supervision and interactions.
6. Manage behaviors through positive guidance, re-direction and conflict resolution. Establish a set of reasonable limits and consequences and follow them through consistently.
7. Assist the Center Director in carrying out activities relating to ensuring and measuring positive outcomes for children, parents and staff.
8. Participate fully in all center activities including but not limited to field trips, swimming and food service
9. Maintain an orderly arrangement and appearance of the classroom, center and/or areas utilized by the program by cleaning, sweeping, wiping tables, vacuuming, or other duties specified by the Center Director
10. Communicate and greet parents. Report parent concerns to Group Supervisor.
11. Maintain the confidentiality of children's records and other pertinent information
12. Coordinate and plan with other teachers; schedules, breaks, activities while being sure ratios are maintained.
13. Assist in maintaining and submitting program records such as lesson plans
14. Attend staff meetings, trainings and other opportunities for professional development; maintain PDR and be sure training hours as governed by the State Regulations and STARS program are completed.
15. Assist the Center Director or Group Supervisor with any other duties required or asked to maintain and provide quality child care.

### QUALIFICATIONS:

- Must meet one of the following educational requirements:
  - A high school diploma, or a general educational development certificate and 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field.
  - A high school diploma or a general educational development certificate, including 600 or more hours of secondary training described in 3270.31 (c)
  - A high school diploma or a general educational development certificate, 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education, or a human services field and 1 year of experience with children
  - A high school diploma or a general education development certificate and completion of a post-secondary training curriculum described in 3270.31 (c)

- A high school diploma or a general educational development certificate and 2 years experience with children.
- The ability to meet the requirements of the Pennsylvania Code Title 55 Chapter 3270 Public Welfare Group Supervisor and/or Assistant Group Supervisor qualifications and responsibilities
- Ability to communicate positively and professionally, both written and spoken, using the English Language
- Lift items weighing up to 60 pounds
- Ability to stand for long periods of time
- The ability to reach a child from a distance of 30 feet in 10 seconds without danger to his/her health
- Ability to demonstrate good decision making skills, intelligence, flexibility, emotional maturity, a positive outlook, enthusiasm, and a professional attitude towards all families and staff
- Willingness to work with others including all staff members, children and parents
- Willingness to work with others including all staff members, children and parents

**PHYSICAL DEMANDS:**

Physical Demands (Without Accommodations)	Never	Occasionally (Up to 33%)	Frequently (34% - 66%)	Continuously (67% - 100%)
Sitting				X
Walking				X
Standing				X
Bending Neck				X
Twisting Neck				X
Bending Waist (forward or sideways)				X
Twisting Waist				X
Squatting (crouch or sit on one's heels)				X
Climbing		X		
Kneeling			X	
Crawling		X		
Repetitive Hand Movement				X
Reach Above Shoulder Height				X
Reach Below Shoulder Height				X
Move Items Weighing up to 10 lbs.				X
Move Items Weighing 11-25 lbs.				X
Move Items Weighing 26-50 lbs			X	
Move Items Weighing 51-75 lbs.		X		
Move Items Weighing 76-100 lbs.	X			
Move Items Weighing over 100 lbs.	X			

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the essential functions, qualifications, and physical demands of the position.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date