



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Site Supervisor**
Status: Part Time/Full Time Non-Exempt Department: Youth Development
Reports to: Earl Learning/Youth Development Director Revision Date: December 4, 2024

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Site Supervisor at the Norm Waitt Sr. YMCA creates a safe and positive atmosphere that welcomes and respects all individuals while promoting and maintain a safe, positive and nurturing environment for children, while building cooperative relationships with parents/caregivers.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you belong. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Create a welcoming, hopeful, determined, genuine and nurturing atmosphere that fosters a sense of belonging among the children and helps them gain confidence through achievement.
- Create and maintain a clean and safe environment both physically and emotionally for all.
- Trains, develops, schedules and directs personnel and volunteers as needed. Assist in performance reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Ensures program operates within budget.
- Nurtures children through programming dedicated to building achievement and relationships among youth and within families.
- Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures followed.
- Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports a safe and thriving environment including ADA accommodations where appropriate. Follows all procedures and standards.
- Coordinates staff, children, facilities, and all activities.
- Will step in and help when leadership requires, ratios dictate, and parent communication is required.
- Cultivates positive relationships and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
- Maintains program site, equipment and required program records.
- Attends and participates in family nights, program activities, staff meetings, and staff training.
- Demonstrates and supports the objectives of the Y's mission statement and values by maintain the Y-Voice in all that you say and do ~ welcoming, hopeful, determined, genuine, and nurturing.
- Implements curriculum within the established guidelines.
- Organized with the ability to prioritize, multi-task and problem solve.
- Makes sure schedules, supplies, materials, etc. are ready for each day.
- Adheres to policies as stated in the YMCA Employee Handbook.
- Must conduct themselves in a professional manor at all times in and out of our program site
- Perform additional duties as assigned.

The Y: We strengthen the community through youth development, healthy living, and social responsibility.

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YMCA COMPETENCIES (Leader):

- Critical Thinking & Decision Making
- Developing Self & Others
- Inclusion
- Collaboration

QUALIFICATIONS:

1. Two years of previous experience working with children in a developmental setting preferred
2. Previous experience supervising/leading staff in a developmental setting preferred.
3. College degree referred to or equivalent experience.
4. Must be at least 21 years of age.
5. Must complete the following trainings:
 - Blood Borne Pathogens Training or equivalent training approved by the YMCA
 - Approved Mandatory Child Abuse Reporter Certification
 - Emergency procedure training
6. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
7. Previous experience with diverse populations.
8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).
9. Must have strong communication and organizational skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to Lift 25 pounds using proper technique.
- Ability to swim 50 yards preferred.
- Ability to plan, lead and participate in activities.
- Outdoor exposure to wind, sun and summer temperatures
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing excellent and transformational youth development programming that provide opportunities for all participants to learn, grow, and thrive.
- The Y will effectively connect and build relationship with its participants and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

SIGNATURE:

Today's date: _____

I have reviewed and understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature