YOUTH AND FAMILY PROGRAMS

Job Title: **After School Programs Supervisor**
FLSA Status: Part time seasonal (school year)
Reports to: Youth Programs Director
Revision Date: 7-15-2022

POSITION SUMMARY:

The goal of the After School Programs Supervisor is to create a safe, positive, engaging atmosphere while providing direct supervision to children ages 7 up to 8th grade in the YMCA building and in YMCA programs. The YMCA's core values (honesty, respect, responsibility, and caring) will be guiding principles for the Supervisor's interaction with children, teachers, and parents. Hours of this position are based on the HCCSC school calendar and have the potential to vary.

Typical work hours: 2:15p-7p (early school release 1:45p)

*Monitoring/Facilitating YMCA afterschool programs 2:45p-5p, Hang Out Room 5p-7p

Work days: Monday through Friday (August-May)

Pay Rate Details: starting pay rate $9/hr

ESSENTIAL FUNCTIONS:

1. Actively engage and supervise children ages 7 up to 8th grade.
2. Implement programs and activities that are developmentally appropriate and consistent with YMCA values.
3. Adhere to program standards including safety, cleanliness, and interpersonal standards as provided by the Youth Programs Director.
4. Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Electronics guidelines should also be followed during program activities.
5. Maintain positive relations with students, teachers, and other staff. Model relationship-building skills in all interactions.
6. Be support staff for Youth Programs Director and Afterschool Programming guests
7. Willingly perform other duties as assigned.

PHYSICAL DEMANDS

Ability to plan, lead and participate in a range of physical activities in a variety of outdoor/indoor settings in accordance with the essential functions of the position.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. High school graduate or equivalent; one year or more of college preferred.
2. Previous experience working with children preferably from all age ranges.
3. Ability to cultivate an environment of positive enrichment for kids and parents.
4. MUST be at least 18 years of age.
5. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date (prior to starting date).
6. Previous experience with diverse populations preferred.
7. Consistent, reliable transportation to and from work.