



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Job Title: YMCA Y-PALS Site Supervisor**

**Classification:** Nonexempt (Seasonal: During 2018-2019 School Year)

**Supervisor:** Youth Development Coordinator

**Position Purpose:** To further the mission of the Bloomington-Normal YMCA and our childcare programs through the management of a Y-PALS before and after school childcare site and SCHOOL BREAK DAYS Program. This is accomplished through direct supervision of children and childcare staff, maintenance of a safe and healthy environment and development and implementation of program activities that are safe, fun and appropriate to the children's ages and abilities.

**Essential Job Functions:**

1. Plan, supervise and implement the existing childcare program in accordance with the goals and policies of the YMCA Y-PALS and SCHOOL BREAK DAYS programs and the Bloomington-Normal YMCA.
2. Supervise all Y-PALS staff at the site including paid employees and volunteers.
3. Assist in the development, preparation and implementation of developmentally appropriate activities.
4. Serve as liaison between the YMCA and school administrators, faculty, staff or church employees at the Y-PALS site.
5. Maintenance of thorough and accurate documentation, in accordance with YMCA procedures, of the following:
  - a. Participant attendance
  - b. Financial records of payments made, charges owed, and current account balances
  - c. Participant behavior
  - d. Incidents/Accidents
6. Handling and security of all program fees received at the Y-PALS site
  - Complete Weekly Deposit Log
  - Issue receipts
  - Collection of past due fees and associated late charges
  - Turning in payments and related documentation according to established weekly schedule
7. Provide appropriate guidance and discipline to children in dealing with safety and/or other behavioral concerns
8. Maintain current and sufficient inventory of program supplies including snacks
  - Request and pick-up supplies from YMCA per established schedule and procedures
  - Ensure appropriate use of materials and avoidance of unnecessary waste
9. Be familiar with and reinforce procedures outlined in the Parent Handbook
10. Ensure Y-PALS staff and children's compliance with all site rules and regulations as well as YMCA Y-PALS policies and procedures.
11. Maintain confidentiality of all children's information and records.
12. Communicate with the Youth Development Coordinator on a daily basis through emails and phone conversations.
13. Respond to all email and telephone requests in a timely manner.
14. Work all scheduled shifts unless coverage has been confirmed with Youth Development Coordinator.

**Other Job Duties:**

- Greet every child and parent by name daily as they arrive and depart from the program
- Promote self-esteem for each child in your care daily

- Maintain professional appearance and care of self and the program environment
- Attend all staff meetings and trainings
- Work at another Y-PALS site when assigned
- Assist Youth Development Coordinator in other duties as assigned

Relationships:

- Site Supervisors have direct contact with children and parents at the site and therefore serve as ambassadors of the YMCA in promoting our mission and our programs. They also serve as liaisons between the YMCA and parents through communication with the Youth Development Coordinator about feedback (positive or negative) expressed by the parents, and communication of policies and procedures to parents. Communications with parents occurs not only through daily face to face interactions but also through the distribution of YMCA program flyers and the like.
- May also be involved in other YMCA special events or school open house events

Equipment/Supplies Used:

- Program supplies including arts and crafts (e.g., construction paper, markers, scissors), physical activity and sports (e.g., jump ropes, basketballs), financial records (e.g., receipt books, cash lockbox), food handling supplies (e.g., gloves, scoops, containers, food and beverages).

Minimum Qualifications:

- Documented experience in the direct provision of childcare
- Must obtain First Aid and CPR certification within 30 days of being hired
- Must submit YMCA employee paperwork prior to the first day of work
- Ability to perform multiple tasks concurrently
- Must pass criminal background check prior to employment
- Must have own vehicle
- Must be available from 2-5:30pm Monday through Friday

Physical Aspects of the Position:

- Ability to observe behavior of children and assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- Ability to observe childcare staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate human resource management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to program activities.
- Physical ability to respond appropriately to situations requiring First Aid. Must be able to assist children and co-workers in an emergency (fire, evacuation, illness or injury) and possess strength and endurance required to maintain constant supervision of children for the duration of the program.

Performance of this Position Judged by:

- Degree to which there is maintenance or growth in attendance and/or number of children participating
- Good management of time, facilities, equipment, supplies, personnel, finances, records and reports
- Development and retention of a favorable community feeling toward the Bloomington-Normal YMCA and our Y-PALS program
- Positive feedback from parents and school staff
- Peer and supervisor evaluations

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

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_