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## YMCA OF GREATER ERIE -- JOB POSTING

Job Title: **Assistant Group Supervisor, Downtown YMCA**

Status: Part-Time

Reports to: Mona Free, Childcare Director

Program: Before & After School

FLSA Status: Non- Exempt

Revision Date: 11/7/2018

Deadline for Resumes: **November 21, 2018**  
**Mona Free**  
**Email: [mfree@ymcaerie.org](mailto:mfree@ymcaerie.org)**  
**Fax: 814-459-4077**

### OVERVIEW:

The Assistant Group Supervisor is expected to assist in planning and implementing daily program activities and curriculum for assigned classroom; maintaining program quality in accordance with SACCERS, DPW, Keystone STARS guidelines and YMCA policies; ensure the safety, wellbeing and cognitive development of children; engage and participate in all activities with the children.

### REQUIREMENTS

- High school diploma or equivalent.
- A minimum of 24 hours of child development training per year as defined by DPW.
- Complete Keystone STARS training hours in accordance with your branch's STAR level.
- Clear Physical (every year).
- Clear TB screening (every other year).

### ESSENTIAL FUNCTIONS

- Implement curriculum for classroom and ensure child centered and developmental learning within YMCA/DPW/Keystone STARS guidelines for age/developmentally appropriate practices.
- Attend staff meetings.
- Supervise children and ensure safety and adherence to policies and procedures of the YMCA/DPW/Keystone STARS.
- Ensure guidelines for age appropriate interactions are followed at all times with the children.
- Accurately maintain attendance of the children.
- Adhere to small group ratios/set ups as described in the guidelines for small group interaction.
- Ensure effective and timely communication with parents. Ensure lead teacher's information reaches parents as instructed. Ensure program meets individual child/parent needs. Maintain confidentiality at all times. Adhere to the guidelines for proper verbal interaction with parents.
- Maintain direct, quality and control of classroom that is consistent with YMCA/DPW/Keystone STARS guidelines for childcare in a non-physical redirection oriented environment that builds a child's self-esteem. Maintain the guidelines for redirection as a form of discipline, and for verbal interaction at all times. Maintain sensitivity and patience with the children.
- Advise director of any concerns regarding facilities, space, staffing and child/staff ratios.
- Ensure compliance with YMCA/DPW/Keystone STARS.
- Maintain parent required daily/weekly written communication sheets to ensure parents are well informed about their child's progress in all developmental areas.
- Maintain other necessary paperwork (timecards, incident reports, lesson plans and classroom observation sheets
- Keep your PDR up to date at all times.
- Ensure adherence to YMCA/DPW/Keystone STARS standards for classroom set up and maintenance.
- Ensure the timely and effective use of all materials, snack, and other classroom resources.
- Ensure that centers are maintained with items in correct center, bins labeled and correct items in the correct bins, and on the correct labeled shelf. Engage children in the maintaining of centers and items in centers.
- Perform other related duties as assigned.