



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF ITHACA AND TOMPKINS COUNTY JOB DESCRIPTION

Job Title: **Cassavant SACC Site Supervisor**
FLSA Status: Non-exempt
Reports to: Senior Youth Development Director
Primary Function/Department: Youth Development

Shifts: Part Time
Starting Pay Rate: \$13.50-\$15.00 per hour
Revision Date: 7/15/21

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. YMCA of Ithaca and Tompkins County Site Supervisors create a safe and positive atmosphere that welcomes and respects all individuals while providing a safe, nurturing, creative, and fun experience in accordance with YMCA policies and procedures. The Site Supervisor is responsible for the daily operations of the SACC Site including program planning and facilitation, administrative duties (attendance, payments, parent communication, etc.), and supervision of program staff.

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 can belong and become. **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:

1. Assist with recruiting, hiring, training, and supervising all SACC staff.
2. Assist with evaluating staff based on job description and performance standards.
3. Ensure that OCFS, DSS, and all other regulations and guidelines are being followed in regards to the YMCA as a provider for youth programming
4. Assist Senior Youth Development Director with ensuring staff payroll is completed each pay period.
5. Handle any discipline/behavior issues as well as promptly communicate with parents/guardians regarding children's progress and behavior.
6. Model and promote the YMCA core values: honesty, caring, respect and responsibility.
7. Develop and facilitate enrichment activities for program participants.
8. Participate in maintaining program records and reports (i.e. attendance, CACFP, Photo Waiver, Meal Counts, behavioral reports, incident reports, and emergency records).
9. Ensure that safety and security of children is a priority in keeping with YMCA Child Abuse Prevention policies and protocols. Ensure that the required identification monitoring of all persons picking children up from the program is happening on an ongoing basis.
10. Assist with planning, implementing, and facilitating, child care program plans for the school year, including themes, program supplies, program food, collaborations with community, and special guests.
11. Have daily verbal communication with staff, children, parents, and YMCA directors. Provide parents with as much information as possible via written material, bulletin boards, white boards, and tripod flip charts.
12. Assist Senior Youth Development Director in planning and conducting parent meetings to encourage congruence between SACC staff, parents, and children.
13. Attend all staff trainings and meetings.



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14. Ensure that all spaces used by the program are respected and kept clean and organized.
15. Supervise SACC counselors; provide breaks for staff if needed (half day).
16. Supervise administration of authorized medications to children as indicated by emergency medical card and parent manual.
17. Other duties as necessary and appropriated by Senior Youth Development Director

PERFORMANCE EXPECTATIONS:

- Implement and execute daily activities schedule. Nurture children through purposeful activities dedicated to build a sense of achievement and belonging.
- Cultivate positive and supportive relationships; Communicate effectively with families and children concerning activities/programs, schedule changes and children's behavior needs, upcoming events, etc.
- Provide a welcoming, nurturing environment in which everyone feels comfortable.
- Supervise and monitor the behavior of program participants. Enforce rules and regulations and apply appropriate disciplinary measures as needed.
- Exceed expectations; respond to concerns and complaints in a positive manner that makes each person feel valued. Participate in group games, activities, and interact with children.
- Communicate YMCA policies and enforcement procedures to children for the purpose of ensuring their understanding and the potential consequences of violation of those policies.
- Observe the Y's values of Honesty, Respect, Responsibility, & Caring.
- Be actively open and willing to learn and grow; accept constructive criticism; work cooperatively as a team members; embrace change in a positive and accepting manner.

QUALIFICATIONS:

- Minimum of 18 years of age.
- Red Cross Professional Rescuer CPR/AED, First Aid, and Emergency Oxygen Administration certifications. (YMCA provides training at no or reduced cost)
- Health and Safety and Child Abuse Prevention training within 30 days of hire.
- A high school diploma and at least 2 years of experience in developing, organizing, supervising, implementing and leading child care programs and/or classes for youth ages 5-13.
- Previous experience with diverse populations preferred. Ability to develop positive, authentic relationships with people from different backgrounds.
- Work/volunteer history that demonstrates strong work ethic, punctuality, and reliable attendance.
- Excellent interpersonal and problem-solving skills.
- Organization and record keeping experience is a requirement.

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. Walking, stooping, writing, bending, sitting, standing, running, hearing, looking, carrying 50+lbs, climbing, kneeling, & any other reasonable activity involved with engaging and caring for children ages 4 thru 13 years.

ADDITIONAL BENEFITS:

- 403B Tax-Deferred Retirement Savings Plan through YMCA Retirement Fund
- Free individual YMCA membership.
- 50% off YMCA program registrations
- Closed most major national holidays including Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.