

## **Job Posting**

### **Part- Time Site Supervisor School Aged Child Care**

The YMCA is looking for a Part-Time Child Care Site Supervisor for before and after school care in the Jordan Elbridge School system. Y employees receive a free membership in our family friendly environment. Come work for a company that cares about helping others.

The work schedule is Monday - Friday 6:30-9:30am and 3-6pm.

#### **General Functions:**

Under the direction of the SACC Director, the SACC Site Supervisor will plan, organize and lead a comprehensive enrichment program for children who attend school in which the program operates.

#### **Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include, but are not limited to the following:

- Plan, organize and lead all daily SACC program activities in accordance with the policies and philosophy of the YMCA, ensuring the safety and well being of the children at all times
- Actively participates in all activities. Posts and maintains a monthly calendar of activities.
- Observes and follows the YMCA School Aged Child Care program guidelines, best practices and regulations set forth by the NYS Office of Children and Family Services.
- Acts as a positive role model for children in the program using appropriate speech, actions and attire.
- Provides a safe, healthy, moral and fun environment for all children. Treats all children with dignity and respect. Assess each child's needs and strives to meet those needs.
- Supervise behavior management of the program participants using positive techniques of guidance, redirection, reinforcement and encouragement of age appropriate expectations. Instills guidelines and environments that are safe and minimizes the need for discipline. Provides steps for appropriate progressive discipline as needed.
- Ensures a set homework time and provides help as needed.
- Ensures children are provided nutritious snacks as appropriate.
- Communicates with school personnel as needed and maintains open communication with building staff.
- Maintains a positive open relationship with staff, parents and program participants. Brings concerns to the SACC Director, parents and other individuals as necessary. Maintains confidentiality.
- Maintains clear, concise records of daily attendance, expenses and participant registration forms. Participates in program audits as requested by the SACC Director.

- Conducts and maintains records of monthly fire drills, weekly safety checks and other requirements as mandated by OCFS.
- Supervise site staff and conducts regular meetings to prepare program activities. Regularly evaluate staff performance through verbal feedback and yearly formal evaluation process.
- Attends scheduled monthly staff meetings/workshops/ trainings.
- Pursues professional development through continuing education. Completes at least 30 hours of continuing education training every two years as required by OCFS.
- Works as supportive staff in various YMCA programs as needed.
- Adheres to policies and procedures of the Auburn YMCA-WEIU.
- Other duties as assigned.

### **Education and Experience:**

- High School diploma or GED, Associates Degree in child development, elementary education or related field preferred.
- Must be at least 18 years of age.
- Must have at least 2 years of experience working with children between 5-12 years of age.
- Must have at least 1 year supervisory experience.
- Must be approved by OCFS guidelines to work for the SACC program.

Interested applicants should send their resume to [eva@auburnymca.net](mailto:eva@auburnymca.net)

