

## MANSFIELD YMCA JOB DESCRIPTION

Job Title: **2<sup>nd</sup> Shift Supervisor – Child Care** Job Code:

FLSA Status: Non-Exempt Hourly

Revision: 2/12

Reports to: Velma Bond

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### **Position Summary:**

Assists the Family Services Director and Fran's Child Care Coordinator with the organization and implementation of high quality YMCA child care program during 2<sup>nd</sup> Shift at Fran's Child Care

### **Essential Functions:**

1. Coordinates the 2<sup>nd</sup> shift child care program. Ensures high quality programs and program activities. Expands program within the community in accordance with strategic and operating plans.
2. Schedules and directs personnel for 2<sup>nd</sup> shift child care. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Manages budget related to the position. Assists Family Services Director and Fran's Child Care Coordinator to ensure program operates within budget and that program fees are collected.
4. Assures compliance with state and local regulations as they relate to child care licensing. Ensures that YMCA program standards are met and safety procedures followed.
5. Provides for upkeep of assigned program facilities and equipment.
6. Develops and maintains relationships with Family Service Director, Fran's Child Care Coordinator and state child care licensing agency, Responds to all agency, parent and community inquiries and complaints in a timely manner.
7. Provides staff leadership and is a positive role model.
8. Maintains proper records/department files.
9. Assists in YMCA fund raising activities.
10. Assists in the marketing and distribution of program information.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

### **YMCA Competencies (Team Leader):**

**Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

**Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

**Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and

inappropriate behavior or performance. 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. Valid CDA, Associates or Bachelor's degree or meet state licensing requirements for Administrator
2. Minimum three years in child care management and staff supervision.
3. Typical requirements within 30 days of hire include completion of: Child Abuse Prevention; CPR; First Aid; Communicable Disease.
4. Must be able to handle confidential personnel and financial data.
5. Completed pre-employment criminal background check, clean motor vehicles report, and drug free workplace drug screening.
6. Previous experience in classroom teaching and knowledge of child development of children ages 2 through 12.
7. Skills in working with diverse populations, social services, staff and volunteer supervision, values education, program development and fund raising. Must have good interpersonal, public relations and communication skills.

**Physical Demands:**

The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and or move up to 25 pounds. The employee must be able to move up and down off the ground allowing them to play with the children.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**AGREEMENT:**

I have read the job description and the principle activities it outlines and accept the terms of employment outlined for the Site Director position with the Mansfield YMCA.

This job description is not an expressed or implied contract, and the Mansfield YMCA reserves the right to change this job description as necessary.

Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of 2<sup>nd</sup> Shift Supervisor at the Mansfield YMCA.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

