

YMCA JOB DESCRIPTION

Position: Group Leader
Association: YMCA of East Tennessee
Supervisor: Site Director

General Function:

Under the direction and daily supervision of the Site Director, the Group Leader will be responsible for developing and implementing daily lesson plans. The Group Leader will work with other staff toward providing a program that fosters a child's social, physical, spiritual, and mental growth. The Group Leader will work directly with children in the daily activities.

Entry Requirements:

The applicant must be at least 18 years of age and have a high school diploma or GED. It is preferred that the candidate have a background of experience and/or training in the field of Early Childhood Education, Elementary Education, Recreation or other child related field. Must be able to perform the essential functions as listed.

Job Requirements:

The incumbent must obtain and/or supply the YMCA with a health form, fingerprints, 3 letters of reference, First-Aid and CPR certifications. The incumbent must participate in 18 hours of annual training as required by the Tennessee Department of Human Services and the National School-Age Care Alliance. This person must understand the needs of and be able to effectively care for children in Kindergarten – 8th grades. This person must have the ability to work well with children, parents, school personnel, and other YMCA staff. The incumbent must learn and abide by state licensing regulations and the National School-Age Care Alliance accreditation standards.

Principle Activities:

1. Assist the Site Director in providing a quality curriculum that includes adult directed as well as child directed activities. The curriculum should take into consideration the needs of the children, state regulations, accreditation standards, and the goals and purposes of the YMCA.
2. Be responsible for the safety of children at all times.
3. Under the supervision of the Site Director, the Group Leader is responsible for weekly lesson planning and implementation.
4. Provide supervision of the Assistant Group Leader (s) when necessary and take charge of the site if the Site Director is absent.
5. Attend all staff meetings and in-service training as required by the YMCA and the Department of Human Services.
6. Direct and assist in the daily cleaning and maintenance of the site.
7. Responsible for the maintenance and care of equipment, supplies, and child care facility.

8. Establish and maintain positive relationships with parents, children, staff, and school personnel.
9. Responsible for meeting the mental, physical, social, and spiritual needs of the children.
10. Must uphold the YMCA principles that are central to our mission by modeling behaviors that exemplify the six pillars of character: caring, citizenship, fairness, respect, responsibility, and trustworthiness.

Job Factors:

1. Must be able to visually supervise the children.
2. Must be able to communicate effectively, verbally, and in writing with children and adults.
3. Must be able to move freely and quickly.
4. Must be able to obtain CPR/First Aid certification.
5. Must be able to remain alert while on duty.
6. Must be able to learn and abide by licensing regulations and accreditation standards.

PERFORMANCE REVIEWS WILL BE DONE THREE TIMES A YEAR: MAY, AUGUST, AND DECEMBER.

My signature indicates that I have reviewed the job descriptions and that I understand the duties and responsibilities as outlined.

Group Leader Signature

Date

Site Director Signature

Date

Senior Program Director Signature

Date