

eliminating racism empowering women

ywca job description

Child Care Site Supervisor/Group Leader

YWCA Mission

YWCA Rock County is dedicated to eliminating racism, empowering women and promoting peace, freedom, justice and dignity for all.

Child Care Program Purpose Statement

The purpose of the YWCA Childcare Programs is to provide a high quality, affordable childcare option for parents of children ages 3-12. The programs provide a safe, supportive, and stimulating environment for children.

Definition

The Child Care Site Supervisor/Group Leader works under the supervision of the Program Director and/or the Assistant Program Director. She/he is a leader that role models the YWCA mission and values and is responsible for assisting in the development, implementation, supervision and evaluation of a particular site. Days and hours worked are according to the School District calendar.

Qualifications

Has work experience and educational background in group activities and planning daily programs. Has an awareness of developmental characteristics of children (K-5) and how to meet their needs. Oral and written communication and organizational skills are necessary. Must be at least 18 years of age and have completed high school or its equivalent and meet the Wisconsin Department of Health and Social Services licensing requirements of 80 full-time or 120 part-time days of experience. Infant/child or adult/child CPR certification is required.

Additional

Site Supervisor: Must have Registry level 10 with 6 of the credits being in supervision/personal management or financial management course work.

Group Leader: Must have a Registry level 7 or higher.

Duties and Responsibilities

Personnel

- Alert Program Director and/or Assistant Program Director when problems arise.
- Deliver the program in a positive environment of safety, support and care in keeping with Child Care Programs purpose.
- Know and follow school policies (no gum chewing, hall & bathroom rules, etc.).
- Must be punctual, dependable, and reliable in attendance
- And all other duties as listed in staff and parent handbooks.

Health & Safety

- Comply with all state licensing regulations, Dept. of Public Instruction guidelines, and Young Star
- Complete Shaken Baby Syndrome Prevention Training as needed.
- Take attendance daily and know the whereabouts of all children at all times.
- Follow mandatory child abuse reporting laws and complete training every 2 years.
- Set clear rules and expectations to keep children safe and to help guide behavior.
- Be familiar with all information in a child's file (allergies, authorizations to pick up, field trip permission, etc...).
- Ensure all proper hand washing and hygiene procedures are followed.
- Make sure program space is safe, clean, and comfortable for active and quiet needs

Communication

- Be enthusiastic, warm, and approachable
- Must demonstrate follow through with requests and information from support staff listed in meeting notes, stated in voicemail, or any other form of communication
- Check site voice mail every morning and afternoon. Record messages in communication log book received directly from a parent or retrieved from voicemail. If there are no messages in voicemail, write the date, am or pm, and "no messages".
- Check YWCA and school mailboxes for information.
- Initiate and maintain communication with school personnel, especially principals and custodial staff.
- Greet parents and children daily.
- Distribute information to parents as needed.
- Post information at parent table as it becomes available

Programming

- Interact positively with children and adults that convey respect, support and trust.
- Include activities that respect the diverse populations we serve.
- Create an environment that supports a wide range of activities and interests.
- Supervise and interact with children to help them develop physically, socially, emotionally and cognitively.
- Ensure Child Guidance policy is properly maintained.
- Set up program room incorporating at least 5 distinguishable interest areas

Record Keeping

- Check for accuracy on time sheets for self and other staff and turn in all time sheets when due.
- Record snack counts and items served daily and make menu changes when necessary.
- Keep accurate records of children's attendance.
- Date and initial schedules and amount paid.
- Record monthly drills.
- Ensure all paperwork and record keeping materials (ledger, sign in/out books, current week's schedules, etc.) are on site during program hours.

Other

- Provide documentation of required continuing education
- Apply to The Registry within 6 months of employment.
- Responsible for opening and closing the site.
- Pick up snack cooler on the first day of the work week and any additional snack items during the week as requested. Return site cooler on requested day.
- Inform Assistant Program Director know when you receive more or less snacks than required for your site
- Responsible for maintaining adequate supplies at the site (cups, bowls, plates, silverware, paper towels, food storage bags, blank schedules, table sanitizer, etc).
- Other duties as assigned

Site Administration

- Complete annual program assessment and quality improvement plan.
- Review quality improvement plan twice yearly
- Complete child assessments once per trimester
- Perform on-site training, supervising, and evaluating of assistants and new staff
- Develop and implement daily lesson plans with the assistance of other staff.
- Maintain and review medical log book.
- Attend staff meetings and monthly continuing education meetings, as required by the YWCA and/or state licensing rules for group day care centers to get accurate information
- Set-up weekly staff meetings with all site staff to discuss programming, lesson planning, and other site issues.
- Set up 2 parent events per year (open house, conferences, circus, etc.).
- Develop, plan, and implement age-appropriate activities using weekly lesson plan format
- Keep accurate record of times worked for self and co-staff
- Submit detailed supply list to the Assistant Program Director two weeks in advance.
- Keep accurate and current program records, i.e.: attendance, child's files, schedules, bookkeeping, ledgers, statements of account, DPI forms, staff records, phone log, etc. (or ensure that other designated staff does).
- Responsible for all site bookkeeping duties.
- Deposit money by 11 am on Fridays, or the last day of the week, with properly completed deposit slip.
- Weekly site attendance numbers for the upcoming week need to be called in to the Assistant Program Director's YWCA phone extension by 9:00 a.m. on Friday mornings unless otherwise specified.
- Throughout the year the YWCA holds numerous events. We ask that staff periodically volunteer to help out at these events to support the YWCA.