



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Southcoast JOB DESCRIPTION

Job Title:	Group Leader	Job Family:	Child Care
FLSA Status:	Non-Exempt	Job Code:	CN 103
		Revised:	February 2015

Position Summary:

Under the direction of the Site Coordinator- Child Care, lead and supervise a designated group of children in a range of programs and activities.

Essential Functions:

- Provide activities in accordance with established Child Care Services regulations.
- Establish and promote an environment to allow child growth physically, emotionally, socially.
- Model the Y's healthy eating standards by consuming HEPA compliant foods and beverages during meal and snack times; and avoiding consumption of food and beverages during other program times.
- Model the Y's active living standards by engaging in games and physical activities with youth.
- Make observations and assess information for inclusion in child evaluations.
- Provide open communication with parents and children to assure highest standards of care are being met.
- Participate in program planning, monitoring of participation, and evaluation of expected results.
- Participate in developing, promoting, and enforcing of established ground rules.
- Participate in maintenance of cleanliness and safety of the physical environment.

YMCA Competencies:

Mission and Community Oriented: *Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill a community need. Recruits volunteers and builds effective, supportive working relationships with them.*

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JOB DESCRIPTION**

Job Title: Group Leader (continued)

People Oriented: *Seeks first to understand the other's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative in developing others.*

Results Oriented: *Strives to meet or exceed goals and deliver a high value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments and transfers learning from one situation to another. Establishes goals, clarifies work, and participates in meetings.*

Personal Development Oriented: *Accurately assess personal feelings, strengths and limitations, and how they impact relationships. Pursues self-development that enhance job performance. Demonstrates an openness to change; seeks opportunities in the change process.*

Qualifications:

- Educational requirements according to EEC regulations.
- Current knowledge of state and YMCA standards and regulations specific to early education and child care.
- Ability to effectively interact with parents and children on a range of issues.
- Demonstrated skill in developing and leading a range of children's educational, recreational, and social activities.
- Demonstrated ability to make mature judgments in difficult situations.

Physical Demands:

- The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____

Date: _____

Signature: _____

Date: _____

YMCA Southcoast reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment. (See HR Policy and Procedures Manual- Disclaimer et al, 1/08)

Understood and Agreed To: Signature: _____ **Date:** _____