BATH AREA FAMILY YMCA JOB DESCRIPTION

Job Title: **Group Lead**

FLSA Status: Non-Exempt

Reports to: Site Director/School Age and Camp Director

Leadership Level: Leader

Primary Function/Department: Y Care

**Revision Date: 09/07/2022**

**POSITION SUMMARY:**

The person selected for this position will be under the direct supervision of the School Age & Camp Director and will be responsible for providing an appropriately safe, caring, and enriching environment for the children enrolled in Y Care. In this position you will build relationships with parents, school staff, students, Y team members, and manage/help manage sites in Brunswick, West Bath and RSU1.

**OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

**ESSENTIAL FUNCTIONS:**

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- To meet program goals/rules as outline in the State of Maine Child Care Licensing Rule Book, staff handbook, and parent handbook.
- To keep confidences, loyalties, and practice professionalism
- Extremely reliable and dependable
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow, and enforce local Y and national guidelines related to internal policies.
- Provide guidance on school age topics/lessons
- Must be proactive, self-sufficient, and highly motivated
- Completing other duties as assigned

** Essential functions may change based off staffing & program needs**
LEADERSHIP COMPETENCIES:
• Relationships
• Communication
• Developing others
• Inclusion

QUALIFICATIONS:

Education, Training & Work Experience
• HS Diploma or General Equivalent Diploma (GED) desired, Associates preferred.
• Experience working with children of varied ages.
• A demonstrated ability to provide structure to youth and run meaningful activities & games.

Specialized Knowledge, Skills & Certifications
• Ability to respond to common inquires or complaints from participants and/or administration.
• Ability to write reports that conform to prescribed style and format.
• Ability to define problems, collect data, establish facts, and draw valid conclusions.
• Ability to interpret an extensive variety of instructions that deal with several abstract and concrete variables.
• CPR/First Aid certified
• Basic Water Safety
• Maine Roads to Quality
• Mandatory Reporting
• DHHS Fingerprinting

WORK ENVIRONMENT & PHYSICAL DEMANDS:
• Stand; walk; sit; use hands to finger; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk to hear.
• Stand for up to 6 hours
• Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.
• Noise level in the work environment is usually moderate.