



# Greater Lowell Family YMCA

## JOB DESCRIPTION

Position: Group Leader

Reports to: Site Coordinator

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*The core values that guide the YMCA in fulfilling the mission and goals are: Caring, Honesty, Respect, and Responsibility. We instill these values in all programs while making healthier lives achievable for Everyone.*

### **General Function:**

To represent the YMCA personally, professionally and in a manner in accordance with the mission and goals of the YMCA. The Group Leader, under the supervision of the Site Coordinator, provides safe, motivational and knowledgeable leadership to the members, volunteers, families and program participants. All YMCA staff will help champion a culture of service excellence and support and advocate the mission and values of the YMCA.

### **Education/Know How:**

- Must be EEC Group Leader qualified.
- Relevant college classes in Education or related field is preferred.
- Maintain current CPR certification and First Aid throughout employment.
- Must know, understand and display full knowledge of developmentally appropriate practices for school aged children.
- Must possess excellent verbal and written communication skills.
- Must be familiar with Massachusetts Department of Early Education and Care (EEC) Licensing Regulations.
- Must possess and utilize excellent communication, customer service and organizational skills. Demonstrate prior ability to handle multiple tasks simultaneously.
- Must have good human relations' and communication skills to facilitate positive relationships with staff, Volunteers, parents, members and program participants.
- Must be committed to the Greater Lowell YMCA's mission, character development and goals.

### **Working Conditions:**

- Responsible for daily curriculum planning and activity instruction.
- Responsible for daily safety check of classroom setting and safety check of children as they enter the program each day.
- Work closely and collaboratively with the Site Coordinator.

### **Physical & Mental Demands:**

- Able to lift up to 40 lbs.
- Able to stand/move while working part time hours.
- Able to reach, bend, kneel and clean tables, chairs, classroom toys and other designated classroom equipment/ materials as assigned by supervisor.
- Able to react quickly and appropriately to the unpredictable actions of children.
- Able and willing to help clean sick children and comfort them during their sickness.
- Must have the capability to promote the social, emotional, intellectual and physical talents of each child.

- Able to perform classroom instruction, as well as indoor and outdoor play instruction and engagement in large motor activities.
- Use behavior management techniques that are developmentally appropriate.
- Maintain a professional manner at all times with children, parents and colleagues.
- Able to work and communicate clearly and effectively as part of a staff team both verbally and in writing.
- Must follow/practice all program policies and procedures during center's operational hours.
- Maintain working knowledge of emergency procedures and EEC regulations.
- Understand responsibilities and reporting procedures as a Department of Children and Families mandated reporter.
- Arrange time off in advance with the Site Coordinator.
- Remain flexible for job specific and general YMCA trainings and mandatory staff meetings.

### **Essential Functions:**

- Work closely with Site Coordinator to plan and implement developmentally appropriate curriculum.
- Program responsibilities include, but are not limited to: supervision of children, lesson planning and daily attendance.
- Ensure and maintain quality of program and that it meets EEC Licensing Requirements, QRIS Standards and complies with all safety regulations.
- Maintain the overall cleanliness and appearance of the child care classroom.
- Keep safety as a first priority. Emphasize personal safety and emotional well being of all staff, volunteers, members, students, families and program participants using the YMCA classrooms and indoor/facility.
- By personal example help interpret quality of YMCA Core Values or Caring, Honesty, Respect and Responsibility.
- Reports all accidents/unusual incidents immediately to the Site Coordinator with all necessary documentation.
- Accept and perform all other responsibilities necessary for the good of the organization.
- Performs other duties as required by supervisor (remains flexible).

### **Customer Service:**

- Ensure family satisfaction by daily in person communication, as well as, phone calls and written communication as necessary.
- Initiate and represent a high quality of service and connectedness with all members, participants, volunteers, child care families and potential members/child care families in the child care classrooms and throughout the YMCA.
- Be knowledgeable about various YMCA programs and events information.
- Be available to members, program participants and staff for questions, concerns, comments and follow up as needed.

### **Other Duties:**

- Wear your staff shirt and name badge during work hours.
- Attend a minimum of twenty (20) training hours per year and update your skills as position demands.
- Attend mandatory monthly two hour staff meeting.
- Attend and help out at YMCA events.
- Perform other duties as assigned by Senior Management.

### **Effect on End Results:**

- Growth and high retention of participants/ families who understand the YMCA Mission and Goals.
- High quality programming in the YMCA School Age Program.

- Staff, volunteers, children and members will be developed through age appropriate activities and students will be prepared to attain their highest social, emotional and academic growth to prepare them to be successful in a public/ private school setting.