



POSITION: Summer Day Camp - Group Supervisor – Homewood Brushton YWCA
Temporary grant funded position – June to August
(Reports to the Director & Manager of Early Learning, Child Development & Education)

DEPARTMENT: Early Learning, Child Development & Education

PAY RATE/FLSA: \$19.00 - \$21.00/hour - Full Time/Non-Exempt

YWCA Greater Pittsburgh has been a part of the educational landscape of Southwestern Pennsylvania for more than 100 years, having opened an “Industrial School” for boys and girls in the late 19th century. In the decades since then, YWCA Greater Pittsburgh has operated multiple childcare, and out-of-school time programs, viewing education as central to our vision of a community that advances education, opportunity, and equity regardless of gender, race, or background.

JOB SUMMARY:

A Group Supervisor works as part of a team made up of the Early Learning, Child Development & Education Director, Group Supervisors, Assistant Group Supervisors, Aides, Cook, and clerical staff. She/he ensures the coordination of quality program (in particular, NAEYC and/or Keystone STARS requirements) for all age groups in the Early Learning, Child Development & Education Programs.

ESSENTIAL JOB FUNCTIONS:

- Supervises Assistant Group Supervisors, aides, and volunteers in the assigned group area; works cooperatively with all other staff.
- Assist the Director and Manager of Early Learning, Child Development & Education in completing requirements for accreditation, including coordination of surveys.
- Ensure all staff learn and follow standards and requirements.
- Keep the Director and Manager of Early Learning, Child Development & Education informed of decisions made.
- Maintain ratios and room capacities in accordance with Pennsylvania Department of Human Services (DHS) regulations for Childcare Centers.
- Communicate with parents through oral and written communication and be willing to learn new technology to communicate with parents.
- Inform the Director and Manager of Early Learning, Child Development & Education when a parent must be contacted regarding anything serious.

- Work with the Director and Manager of Early Learning, Child Development & Education on goals area after the completion of the ERS (Environmental Rating Scale) of the program.
- Demonstrate progress in producing and implementing the curriculum.
- Plan and execute appropriate activities for the children each day and assist teachers to complete weekly activity plans in safe, child-centered environments.
- Ensure each group is participating in developmentally appropriate activities.
- Observe and evaluate each child's progress and provide written reports to the Director and Manager of Early Learning, Child Development & Education.
- Maintain compliance with standard DHS health and safety regulations and Keystone STARS requirements.
- Show progress towards learning and implementing DHS licensing guidelines.
- Supervise Assistant Group Supervisors, aides, and volunteers in the assigned group area; works cooperatively with all other staff.
- Attend staff, parent, and community meetings.
- Complete all required reports on a timely basis.
- Administer medications in accordance with DHS regulations and YWCA Greater Pittsburgh policy.
- Ensure children's safety while observing and executing preventative measures.
- Maintain high levels of consumer satisfaction.
- Maintain a high level of confidentiality when working with sensitive and personal client, vendor, employee, and contract information.
- Display consistent professionalism and courtesy when interacting with internal and external customers.
- Promote and support the mission, imperative, values and goals of YWCA Greater Pittsburgh by maintaining high performance standards
- Participate in YWCA Greater Pittsburgh professional development opportunities successfully implementing new skills, knowledge and procedures as well as completing and maintaining DHS professional development requirements and Keystone STARS professional development and career pathways requirements.
- Perform other such duties assigned within the scope of the Early Learning, Child Development and Education Department.

MINIMUM QUALIFICATIONS:

Applicants must meet one of the following criteria:

- An Associate's Degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and three years of experience with children. OR
- An Associate's Degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and two years of experience with children. OR
- A Bachelor's Degree from an accredited college or university including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and one year of experience with children. OR

- A Bachelor’s Degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field

Along with:

- Demonstrated knowledge of PA Early Learning Standards, PA Keystone STARS Program, and Environmental Rating Standards. Knowledge of NAEYC and PA DHS standards, regulations, and requirements are preferred.
- Ability to pass and maintain Act 33/34 clearances, FBI fingerprints, National Sex Offender Registry (NSOR) clearance and criminal background checks.
- Pennsylvania Mandated Reporter training certification.

ABOUT YWCA GREATER PITTSBURGH:

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

***Equal Employment Opportunity Policy:** YWCA Greater Pittsburgh will not discriminate against any applicant or employee on the basis of age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, genetic information, neurodiversity, disability, family status, marital status, military or veteran status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. YWCA Greater Pittsburgh also abides by the CROWN (Creating a Respectful and Open World for Natural Hair) Act. Applicants requiring reasonable accommodation to the application, screening and/or interview process should notify a representative of the Human Resources Department. (Effective 9/2023)*

HOW TO APPLY:

LINK: [Summer Day Camp Group Supervisor](#)

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