



eliminating racism
empowering women
ywca
Greater Pittsburgh



POSITION: Assistant Group Supervisor
(Reports to the Director & Manager of Early Learning, Child Development & Education)

DEPARTMENT: Early Learning, Child Development & Education

PAY RATE/FLSA: \$17.00 - \$18.00/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.

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- 10 paid holidays
- Up to 26 paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities

JOB SUMMARY:

An Assistant 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:

- Coordinate daily activities and supervises aides in the absence of the Group Leader.
- Talk with parents when there is a problem only after speaking to the Director of Child Development, Early Learning & Education, Manager or Group Supervisor.
- Work with Director of Child Development, Early Learning & Education, Manager or Group Supervisor on goal areas after the completion of the Environmental Rating Scales (ERS) and other evaluations of programs.

Interested individuals can apply at:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

- Implement Creative Curriculum, OUNCE Work/Sampling assessments.
- Plan and execute appropriate activities for the children each day and complete weekly activity plans and prepare safe, child-centered environments.
- Ensure each age group is participating in developmentally appropriate activities.
- Observe and evaluate each child's progress and provide written reports to the director.
- Maintain compliance with standard DHS (Department of Human Services) health and safety regulations.
- Maintain accurate records, assessments, and children's work samples.
- Supervise aides and volunteers in the assigned group area and work cooperatively with all other staff.
- Attend staff and parent meetings (when required).
- Complete all required reports in a timely fashion.
- Administer medication in accordance with DHS regulations and YWCA Greater Pittsburgh policy.
- Ensure the safety of children by observing and executing preventative measures.
- Represent the goals of YWCA Greater Pittsburgh and the philosophy of the Early Learning, Child Development & Education facility to parents and community.
- Maintain health and safety standards, policies, and regulations (i.e., cleanliness, using proper sanitization and personal care routines, removes all trash from playground and other shared areas before exiting the area).
- Work in conjunction with co-workers and management to achieve Affirmative Action goals
- 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.
- Performs other such duties assigned within the scope of the Early Learning, Child Development & Education focus area.

MINIMUM QUALIFICATIONS:

- High school diploma or GED certificate and 2 years' experience with children.
- High school diploma or GED certificate and completion of a post-secondary training curriculum (i.e., CDA) and /or 600 or more hours of secondary training & 2 years' experience with children.

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- High school diploma or a GED certificate with 15 credit hours from an an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field & 1 year experience with children.
- A Child Development Associate (CDA) & a high school diploma or a General Educational Development (GED) certificate & 30 credit hours 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 because of age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, disability, marital status, military or veteran status or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.*

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