



POSITION: Group Supervisor – Reports to the Director and Manager of Early Learning, Child Development, and 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.

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:

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.

Interested individuals can submit an application, cover letter, and resume to:

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

ESSENTIAL JOB FUNCTIONS:

- Assists the department Director in completing requirements for accreditation including coordination of surveys.
- Assumes responsibility for the operation of the Center in the absence of the department Supervisor and Director.
- Works with the department Director on goals area after the completion of the ERS evaluation of program.
- Implements the Creative Curriculum with demonstrated progress in producing and implementing the curriculum.
- Plans and executes appropriate activities for the children each day and assists teachers to complete weekly activity plans in safe, child-centered environments.
- Supervises Assistant Group Supervisors, aides, and volunteers in the assigned group area; works cooperatively with all other staff.

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.

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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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