



Y-KIDS SUPERVISOR

POSITION DESCRIPTION

LOCATED:	Dependant on Centre
REPORTS TO:	Y-Kids Coordinator
HOURS:	Monday to Friday, term time only 2pm-6pm and/or as required
FUNCTIONAL RELATIONSHIPS:	YMCA staff Board of Directors (liaison) Parents and participants Child Youth & Family Services Other community and educational groups

KEY RESPONSIBILITIES

Delivery of the Y-KIDS programme five days per week during term time or as required ensuring the safety and well-being of the participants is paramount and ensuring a high level of quality management is maintained.

1. Delivery of Y-KIDS Programmes

- Be a team leader, role model and motivator
- Supervise part-time and casual staff, volunteers on the programme ensuring the quality of delivery is maintained to a high level
- Transport children to and from school to the programme as required, checking that all children are securely seat-belted and defensive driving is adhered to at all times.
- Responsibility for lesson planning in advance on your allocated days of supervision incorporating theme days and a variety of activities
- Respond to parent enquiries, enrolments and attendances
- Ensure the correct and proper processes and quality management procedures for the programme are observed at all times
- Ensure compliance with all regulatory requirements, management policies and programme operational documentation
- Undertake risk analysis management for programme delivery as required for off-site trips you are responsible for
- Set up and dismantle equipment and/or materials as required
- Ensure security of facilities and equipment is maintained that you are responsible for.

2. Reporting and Accountability

- Participate in regular meetings with the Y-KIDS Coordinator and the Y-KIDS team
- Maintain a high level of communication with the Y-KIDS Coordinator
- Ensure all relevant information, discussions, incidents, etc are documented
- Meet all accountability requirements
- Demonstrate good time management techniques, meet deadlines

Employee Initial: _____

Centre Manager Initial: _____

3. Team Participation and Development

- Foster good team dynamics and attitude maintaining positive and productive working relationships and clear and concise communication
- Participate in regular team meetings and ensure a high level of internal communication, contribute ideas for planning and maintain good positive and productive working relationships
- Assist as a support role with other staff members

4. Administration

- Assist with the development of quality management policies and procedures for Y-KIDS Programmes
- Keep facilities clean and tidy
- Keep accurate records; meet administrative requirement of YMCA management, Child Youth & Family Services and other government agencies as required
- Inform the Office Administrator when stationery stocks and amenities are low
- Seek approval from the Y-KIDS Coordinator for all expenditure

5. External Liaison and Promotion

- Assist with the promotion of activities as required
- Assist with research and planning for future programme development as required
- Maintain courteous public relations and effective communications with participants, parents, schools and other community agencies and providers
- Ensure all incidents/accidents are documented and reported
- Assist with the distribution of promotional brochures and advertising as required

6. Undertake Other Duties as Required

- Assist with reception duties as required adhering to the procedures listed in the Administration Procedure Manual
- Undertake general housekeeping duties as required
- Assist with and supervise other sports and recreational activities as required

Employee Initial: _____

Centre Manager Initial: _____

PERSON SPECIFICATION

Experience

- Minimum two years experience teaching, childcare or recreation facilitation
- Experience and affinity with children

Skills

- Child development and behavioural management knowledge and skills
- Sensitive to child's needs and experience with children who have special needs
- Understanding of quality management procedures, risk management and safety procedures
- Proven programme planning skills
- Computer literacy
- Understanding of Tikanga Maori and/or willingness to continue to seek knowledge and understanding of culture and aspirations
- Excellent delivery skills
- Excellent interpersonal skills and teamwork
- Understanding of quality management procedures, risk management and safety procedures
- Excellent numeracy and literacy skills

Behaviours

- Commitment to YMCA missions, values, social and strategic objectives
- Integrity and honesty
- Commitment to maintain confidentiality at all times
- Motivational behaviour
- Strong on common sense and problem solving
- Good health
- Honest, punctual and reliable
- Excellent team member
- Sense of humour and flexible attitude
- Be innovative
- Ability to communicate in a warm and responsive manner
- Professional presentation style; be a role model.

Qualifications

- Tertiary training and qualifications in a relevant field
- Current First Aid Certificate
- Clean Full Drivers License and able to drive a manual

Employee Initial: _____

Centre Manager Initial: _____