



Job Description Program Supervisor

WISCONSIN YOUTH COMPANY

Reports to: assigned program manager

FLSA status: non-exempt

Job status: 40 hours per week, year round

Work schedule: Monday through Friday with occasional evenings and weekends

School Year: after school hours dependent upon location, non-school days as scheduled, location dependent (7:15 a.m. – 6 p.m.), weekly meetings at the regional office, individual meetings with your program manager and administrative time (minimum of 15 hours per week) outside of direct program hours.

Summer: attend training sessions and summer management training sessions when scheduled, weekly meetings at regional office with summer program director, administrative time outside of assigned direct program hours.

Positions Supervised: *school year:* group leaders, and volunteers; *Summer:* day camp assistant director, day camp lead counselors, day camp counselors and volunteers at assigned site.

POSITION SUMMARY: The program supervisor is responsible for the day-to-day operation of the assigned program site. This responsibility includes operation of the site in accordance with the policies and procedures set forth by Wisconsin Youth Company, applicable Wisconsin licensing regulations, accreditation standards, and internal risk management practices. In addition, the program supervisor provides management and training to assistant directors, group leaders, and volunteers. Additional responsibilities include promoting WYC program opportunities, creating and maintaining relationships with school personnel, families, and other community partners. The program supervisor is responsible for planning and implementing activities that will enhance program and positively impact children in ways stated in Wisconsin Youth Company's ends statements.

PRIMARY TASKS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Other related duties or projects may be assigned based on departmental needs.

Site Management

- Prepare the site at the beginning of the season and close the site at the end of the season according to established procedures and expectations.
- Maintain timely and accurate site records, including program, fiscal and staff records.
- Provide updates to immediate supervisor and other administrative staff relating to but not limited to risk management, personnel, process improvement, programming, etc.
- Attend weekly meetings.
- Develop and maintain positive relationships with school staff and other members of the site community.
- Assure the safety of all children and staff at the site through the implementation of established risk management procedures.
- Serve as the site health supervisor responsible for medication management, medical and behavior logging and reporting, and accident/injury response.
- Develop and execute site-specific systems and procedures to support the effective operation of the site.

- Implement any plan of correction submitted to Department of Children and Families as developed by the site team and approved by the program director.

Program Delivery and Creating a developmentally appropriate environment (DCF251.01(1)(a))

- Provide an engaging, physically and emotionally safe and inclusive programs that encourage play, exploration, and learning among all ages and levels of development to ensure overall level of safety, fun and learning at the site.
- Implement developmentally appropriate program curriculum.
- Interact with and supervise children being on-site or with groups 80% of the time.
- Develop and maintain positive relationships with parents and families.
- Maintain all state licensing, YoungStar and internal risk management practices as they relate to the physical environment.
- Implement WYC approved systems for tracking of all children at all times during program hours.
- Acquire and maintain program equipment and supplies.
- Assist with program evaluation and implement improvements based on evaluation.
- Ensure all assigned staff are following state licensing procedures, Youngstar, Accreditation standards (school year only) and American Camp Association (summer only) standards while maintaining internal risk management policies.
- Maintain physical set-up and clean-up of program space daily.

Personnel Management and Supervision

- Provide on-site orientation and site specific training to assigned program staff.
- Help to coordinate staff work schedules.
- Schedule, plan and lead weekly site staff meetings and ensure all communication from administration is communicated with staff in a clear, consistent, and timely format.
- Ensure all staff are following licensing, accreditation, and YoungStar requirements while maintaining internal risk practices.
- Evaluate staff performance and effectively communicate results.

Relationships with children, families and other staff

- Ensure that staff are constantly and appropriately engaged with children during program.
- Engage daily with families.
- Ensure all staff engages in respectful, developmentally appropriate conversations with children.
- Provide a supportive environment where children and youth can learn and practice appropriate and acceptable behaviors.
- Ensure confidentiality of information for all staff, children and families.

COMPETENCIES

A qualified and successful employee in this position must effectively and continuously demonstrate the following:

- **Teamwork** – build effective relationships, engage in team meetings, and act in an ethical and mature manner.
- **Leadership** – coach and develop employees to grow their skills and abilities.
- **Communication** - ability to cultivate and maintain positive relationships with children, families, school personnel and others by using excellent verbal, interpersonal and decision-making skills.
- **Organization** – demonstrate outstanding organization and time management daily.
- **Reliability** – follow assigned work schedule commitment and job expectations with a positive behavior.

Skills & Abilities

Education: associate's or bachelor's degree, course work in early childhood education I and II or school age equivalent OR child development, elementary education, physical education or other child-related field preferred

Experience: work with school age children in and out of school time environment(s), at least two summers of camp experience, one summer with WYC camp preferred, DCF state licensing and YoungStar preferred

Certificates & Licenses: state of Wisconsin Registry certificate, First Aid certificate, CPR certificate

Other Requirements: access to a vehicle for supply and equipment acquisition

PHYSICAL DEMANDS:

Physical Demands			Lift/Carry	
Stand	F (Frequently)		10 lbs or less	F (Frequently)
Walk	F (Frequently)		11-20 lbs	F (Frequently)
Sit	F (Frequently)		21-50 lbs	O (Occasionally)
Use of hands, movement of fingers	F (Frequently)		51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)		Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)		Push/Pull	
Climb	O (Occasionally)		12 lbs or less	F (Frequently)
Crawl	O (Occasionally)		13-25 lbs	F (Frequently)
Squat or Kneel	F (Frequently)		26-40 lbs	F (Frequently)
Bend	F (Frequently)		41-100 lbs	O (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The % of physical activity will remain relative to the amount of hours worked during regular program and non- school day programs.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Wisconsin Youth Company is an Equal Employment Opportunity and Affirmative Action Employer