



*The mission of Children and Family Urban Movement is to create a community to support the potential of children, youth, and families through educational success, healthy living, and community engagement.*

**Job Title:** Moulton On Site Supervisor

**Classification:** Non-Exempt

**Reports to:** Moulton Center Director

**Date:** 9/19/19

**Primary Purpose and Function:** Represents CFUM positively, professionally, courteously and effectively to external constituents as well as in collaboration with other CFUM staff and the families being served by CFUM. This role has overall responsibility to supervise activities and children at the Moulton site. This position will work closely with the Moulton Center Director and become primary contact at the center in the Directors absence.

**Essential Responsibilities:** Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- Responsible for oversight of the daily operations of the center and supervision of direct-care staff.
- Available on-site during hours of operation that children are present.
- Ensuring appropriate oversight of children.
- Provide appropriate record keeping is maintained.
- Schedule activities and transportation for program participants.
- Maintain healthy, safe and developmentally appropriate practices for participants including appropriate discipline of participants.
- Maintain clear and consistent communication with program families on a daily basis and as needed for unplanned or emergent situations.
- Other duties as assigned.

**Supervisory Responsibility:** none

**Position Type and Expected Hours of Work:** This is a part-time position working 1:30-5:30 Monday-Friday.

**Travel:** No overnight travel is expected for this position.

**Work Environment:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position is generally performed in the office environment and typically the employee may sit to perform the work; however, at times can require standing, walking, bending, kneeling, stopping, and crouching. The employee may be required to lift and/or move items up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Education and Experience:**

Required:

- Must be able meet DHS requirements including passing relevant background checks, etc.
- High school diploma or equivalent
- 3-5 year's experience in a day care or child care capacity
- Experience in execution of programming curriculum supporting K-5 learning needs
- Excellent written, oral and interpersonal communication skills
- Ability to function independently as well as in a team
- Ability to manage multiple projects simultaneously
- Ability to manage sensitive and confidential information with integrity

Preferred:

- Knowledge of community resources and contacts

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.