

YMCA OF LINCOLN, NEBRASKA  
**JOB DESCRIPTION**



**Position Title:** CLC Site Supervisor  
**YMCA Branch:** Northeast YMCA  
**Supervisor:** Branch Executive

**Classifications:**

<u>  X  </u>	<b>Exempt</b> (Paid on the basis of a salary.)	<u>  X  </u>	<b>Full-Time</b>
<u>      </u>	<b>Non-Exempt</b> (Paid on an hourly basis.)	<u>      </u>	<b>Part-Time</b>
		<u>      </u>	<b>Seasonal</b>

**Grade:** 1

**General Description:**

The CLC Site Supervisor shall be responsible for the supervision of all YMCA Community Learning Center staff and programming. This person will also be responsible for working with the school staff at Pershing and Mickle Schools, students, parents, YMCA Branches, and community resources to identify and collaborate needed services to be provided for the community.

**Minimum Requirements:**

This position requires a Bachelor's Degree in a related field, strong interpersonal and communications skills, and extensive experience in one or more of the following areas: education, human services, volunteer coordination, housing, and community/neighborhood development and stabilization. The individual should have community-wide perspective and the ability to adopt the philosophy and mission of the YMCA.

**Job Specifications:**

- Overseeing day-to-day management of the Community Learning Centers at Pershing and Mickle schools.
- Directly supervise Community Learning Center Lead Supervisors and staff.
- Recruit and develop partnerships with service providers and community resources to address community concerns.
- Coordinate and collaboratively develop activities to be delivered in the school and community area.
- Marketing and outreach to parents, students and community members.
- Provide appropriate reporting to agencies in a timely fashion.
- Work with Branch Executive on yearly plan and budget.
- Cooperatively develop annual plan for each Community Learning Center Site.
- Develop active School Neighborhood Advisory Committee.
- Recommend and oversee contracts developed for Community Learning Centers.
- Review and analyze monthly financial reports.

- Plan, schedule, and direct daily routines, activities and operations of CLC sites.
- Provide leadership, support, and growth opportunities for staff, volunteers, and community partners.
- Other related duties as assigned by Branch Executive.

**Effect on End Results:**

The CLC Site Director will organize and coordinate dynamic adult and youth programming and services in diverse, mobile neighborhoods that will improve student learning and development, build stronger families, and healthier neighborhoods.

**Employee Signature and Date:**

*“I have read and understand this job description.”*

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Please Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date