

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Adventure Challenge Experience Program Supervisor
Type Position:	Full Time
Salary Range:	TBD Annual Salary based on experience
Posting Length:	14 days
Posting Dates:	3-16-26- 3-30-26
Contact Name / Number:	Stephanie Hansen 570-404-7295
Job Description:	See Attached Job Description

ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Two years of professional experience in public or private social work and a bachelor's degree with major course work in sociology, social welfare, psychology, gerontology, criminal justice, or other related related social sciences;

or

Any equivalent combination of experience and training which includes 12 college credits in sociology, social welfare, psychology, gerontology, criminal justice, or other related social sciences.

2. Approved Additional Special Requirements: None

HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 3-16-26. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: Shansen@tiogahsa.org

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY
& AFFIRMATIVE ACTION EMPLOYER

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)	2. Employee Number	Position Number
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3. Department Community Services	Bureau	Division	Headquarters	Organization Code
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4. Class Title	Working Title ACE Program Supervisor	Class Code
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5. Regular Work Schedule (September-May), Monday-Thursday Start Time: <input type="text" value="8 a.m."/> Lunch Length: <input type="text" value=".5"/> End Time: <input type="text" value="4 p.m."/> Hours/Week: <input type="text" value="37.5"/>	Position is: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
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Reports to: Shelby Rush Class Title	Days Worked (check all that apply): <table style="width:100%; text-align:center"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td> </tr> <tr> <td></td><td>X</td><td>X</td><td>X</td><td>X</td><td>X</td><td></td> </tr> </table>	S	M	T	W	Th	F	S		X	X	X	X	X	
S	M	T	W	Th	F	S									
	X	X	X	X	X										

Explain any schedule variations:
 During after-school months (September-May), staff work four ten hour days, Monday-Thursday from 9 a.m.-7 p.m. (Mondays-Wednesdays) and 9:30-7:00 p.m. (Thursdays) for a total of 37.5 hours. During the summer months (June-August) staff work Monday-Friday from 8 a.m.- 4 p.m. for a total of 37.5 hours.

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Adventure Challenge Experience Program Supervisor Community Services

The ACE Supervisor works under the direction of Tioga County’s Youth Programs Manager. They are responsible for all aspects of management of staff and programming operations for the Adventure Challenge Experience (ACE) Program. This includes supervision of the program’s coordinators and caseworker roles. They work to ensure programming is completed to a high standard, staff are supported and accountable for their responsibilities to the program and program youth, and that youth enrolled receive a high standard of care to interrupt behavioral patterns disrupting youth’s success. The ACE supervisor ensures every youth in the program experiences an environment of safety where they are seen for their best selves while getting access to new experiences that stretch their comfort zone and challenge growth. ACE Supervisor also ensures all regulatory processes and inspections for all aspects of program are followed and that agency procedures, policies, and regulations are carried out in accordance with the mission and values of the company.

Major Functions: ACE Supervisor is responsible for ensuring safe, effective, engaging programming occurs consistently and with a high degree of intention for ACE after-school and summer programming, prioritizing efforts of targeting coaching to support youth behavioral goals through the program’s caseworker position, and ensuring programming incentive elements including the AMP (Adventure Motorbike Program) dirtbike program, ropes course, and wilderness equipment are maintained. This includes preparing for annual inspections, coordinating staff training, submitting any necessary memos, and hiring for seasonal summer staff. ACE Supervisor will act as liaison between program and the schools and ensure a positive, collaborative relationship is built with each. They will troubleshoot obstacles that arise with parents and youth and will ensure youth behavior intervention strategies are regularly reflected upon for effectiveness and adapted to fit youth needs.

Essential Functions of the ACE Supervisor includes but is not limited to the following:

- Provide supervision to staff and program participants
- Completes supervisory and staff meeting notes to ensure any disciplinary concerns are in writing

- Provide regular training resources for staff's professional development
- Ensure staff evaluate youth behavior with a trauma-informed lens, understanding behavior is not a reflection of character but a complex result of nature, nurture, biology, socialization, and experiences
- Complete Motorbike Instructor Training
- Work to gain ropes course certifications (levels 1 and 2)
- Work to develop program outcomes to demonstrate program efficacy
- Assists with grant writing/applications
- Facilitates AMP, Wilderness, and Ropes Course programming
- Obtains and maintains required certifications
- Plans and implements group oriented activities
- Facilitate peer group counseling sessions
- Assist with and develops youth service plans
- Prepares staff evaluations
- Monitors behavioral progress and obstacles with youth and troubleshoots with staff to develop interventions
- Conducts overall program logistics
- Assists in summer staff orientation and training
- Provide First Aid as needed
- Ensures all tracking and reports are completed
- Creates and implements new programming
- Finds opportunities for program presenters and new experiences for youth
- Assists in advertising and interviewing for new staff
- Handles all community and agency referrals
- Monitors all program documentation efforts
- Coaches staff to handle youth behaviors and demonstrate excellent de-escalation and youth engagement skills
- Ensures referrals and dispositions are completed within their expected timeline
- Coordinates to ensure there transportation needs are accounted for
- Attend school open houses and events with program information to educate community on ACE opportunities

Equipment and/or machines used in the performance of the above duties:

Automobile
 Personal Computer/Keyboard and related software
 Photocopier
 Fax Machine
 Shredder
 Standard small office equipment (stapler, scissors, etc.)
 Calculator
 Telephone
 Ropes course equipment (harnesses, belay devices, ropes, etc.)
 Ride motorbike and facilitate dirtbike lessons

Personal Characteristics:

Servant Leadership
 Kind
 Team Builder
 Curious
 Honest
 Independent
 Ethical
 Active Listener

Embodies TCHDS staff values

Trustworthy

Passionate

Motivated

Life-long Learner

Adaptable

Innovative

Education and Experience:

Bachelors degree in Psychology, Counseling, Social Work or related field plus two years of supervisory experience OR minimum of 12 college credits and 3 years of experience in related field and 2 years of supervisory experience OR 5 years of experience in related field plus 5 years of upper/senior management experience

Must have valid PA driver's license and acceptable motor vehicle record check, Act 33 and Act 34 clearances, FBI Fingerprint Clearance, Social Security Card, Immigration and Naturalization (I-9), and Drug Screening Clearance.

HIPAA Access Level:

Professional – Individuals with this access level shall have access to the records in their department of clients/consumers with whom the professional has a current relationship, or for whom a professional consultation has been requested. Access to the entire department record by these individuals has been determined to be critical to the continuity of the clients/consumer's care as well as essential to diagnosis, treatment selection, and the health and safety of the client and others.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

This position is supervised and monitored by Tioga County Youth Programs manager. Individual supervision with this manager will occur, at least, on a monthly basis, as well as through regular weekly staff meetings that Manager will attend. Supervisor will be expected to complete monthly tracking on program data to be submitted to a manager on a monthly basis. Youth Program Manager will work with supervisor to develop an annual growth plan and timeline with goals and objectives for the program that will guide supervisor's priorities. Manager will complete supervisor evaluation based on these goals and engagement Manager observes between supervisor and staff during staff meeting and program during program observations.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

Supervisor will meet with staff individually to complete supervision on a monthly basis These supervisions should be followed with a note that outlines what was discussed that is shared with the supervisee. Supervisor will also be expected to complete a weekly staff meeting where programming for the week is discussed, caseworker updates are reviewed, and collaboration on ways to better understand and mitigate youth behavior is had. Notes on staff meeting should be taken and distributed to the group each week. These meetings are also a time where policy and procedure updates and training needs should be addressed. Supervisor will ensure a program planning session is held with entire ACE team to discuss and plan for programming themes and objectives for the semester, which coordinators will use to guide what activities they choose. These activities should be outlined in a programming calendar which ensures program planning is intentional and based on youth needs and group dynamics. All programming goals and objectives should be clearly written and submitted to supervisor and Youth Program Manager for approval. ACE caseworker should submit each youth service plan for youth to supervisor for approval as well.

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of __ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

