



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION – School Age Childcare Director

Job Title: **School Age Childcare Director**

Salary: \$35,000 - \$45,000/annually

FLSA Status: Full-Time/Salary

Reports to: CEO

Revision Date: 2/23/2018

POSITION SUMMARY:

Under the direction of the CEO, and consistent with the Christian mission of the YMCA, the School Age Childcare Director will develop, organize, administer and evaluate all day camp, after school, and related food programs. This position must perform program responsibilities in accordance with the policies, goals, mission, values and objectives established by the YMCA of Waycross. Emphasis will also be placed on the development and/or expansion of current/future programs off-site programs. This position will work with a budget and will have other major responsibilities in addition to Day Camp & After School to include: community collaborations and special events.

ESSENTIAL FUNCTIONS:

- Recruit, orient, supervise, train and evaluate program volunteers and staff as they relate to program activities.
- Maintain program facilities, equipment, and other related program collaborative in accordance with risk management policies as directed.
- Assist Marketing Director on promoting all programs on a regular basis.
- Actively participate in the annual campaign.
- Carry out, and delegate as needed, daily program tasks related directly to the position's scope and responsibility.
- Develop and operate within approved budget guidelines as it relates to each program area.
- In consultation with the CEO, develop long range goals, objectives and priorities for all programs.
- Stay educated and updated on current issues regarding child care, day camp programs and trends.
- Responsible for all aspects of the administration of the (Child and Adult Care Food Program) CACFP and Summer Food Service Program (SFSP) feeding programs to include outreach programs.
- Follow all Bright From the Start rules and regulations and carry out their guidelines to ensure the children's safety.
- Assist in preparation of the annual budget, income and expenses for all related programs.
- Manage delivery of related programs to exceed YMCA standards and program objectives. Include Character building Initiatives whenever possible.
- Maintain certifications in CPR, First Aid, and Bloodborne Pathogens procedures.
- Participate in membership development functions.
- Assist as needed in all aspects of activities and other duties as assigned at the YMCA.

CAUSE-DRIVEN LEADERSHIP COMPETENCIES

Mission Advancement: This position has a direct impact on the continued effectiveness of the YMCA in the community as well as on its membership. This effectiveness can be measured by:

- Through on-going evaluation, the quality of programs and services to members and the community will continually exceed expectations.
- Annually, the number of activities operating in our community for youth, teens and adults will continually grow to meet the diverse demand it experiences.
- Season to season, the amount of participant growth in each program and new programs will continue to grow as a result of new and innovative program marketing and delivery techniques.
- The increased enlistment and support of new volunteers to accomplish the mission and goals of each program.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

Bachelors degree in education or related field preferred.

Minimum of 3+ years experience as coordinator or supervisor of child care programs.

Experience working with Childcare Licensing Agency (Bright from the Start)

Experience with staff development and budget management