



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **School Age Program Site Director**

FLSA Status: Part Time/Hourly

Reports to: School Age Site Program Director

Job Code:

Job Grade:

Revision Date: 05/15/18

POSITION SUMMARY:

Under the direction of the School Age Program Director, and consistent with the Christian mission of the YMCA, the School Age Program Site Director will assist in development, organize, manage and evaluate all day camp and after school programs. Ensure the safety, well-being and personal growth of staff and campers. Responsible for overall site operation: tone-setting, communication with parents, camper behavior management, scheduling, quality of activities, staff evaluations and coordination of transportation. 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 budget accountability.

ESSENTIAL FUNCTIONS:

- Recruit, orient, supervise, train and evaluate program volunteers and staff as they relate to program activities.
- Maintain facilities, after school facility & equipment, and other related program collaborative in accordance with risk management policies as directed.
- Market all programs on a regular basis in a positive manner.
- Schedule and maintain facilities and equipment within program areas to the highest level of efficiency.
- Carry out, and delegate as needed, daily program tasks related directly to the position's scope and responsibility.
- Maintain daily schedules for staff, full/half day out days of school.
- Oversee daily counselor responsibilities such as, but not limited to trash, vehicle checks and or snack daily group control.
- Responsible for correctly obtaining CACFP Snack Grant information and turning it into Director on a timely basis.
- In consultation with the School Age Program Director, develop long range goals, objectives and priorities for all programs.
- Stay educated and updated on current issues regarding child care programs and trends.
- Maintain accurate statistical reports.
- Stay educated on the Bright From the Start rules and regulations and carry out their guidelines to ensure the children's safety.
- Manage delivery of related programs to exceed YMCA standards and program objectives. Include Character building Initiatives whenever possible.
- Maintain certifications in CPR, First Aid, Blood borne Pathogens, new YMCA of Waycross staff orientation, Site/YMCA orientation and Site Emergency procedures.
- Participate in membership and community development functions.

- Assist as needed in all aspects of activities and other duties as assigned at the YMCA.

YMCA 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:

High School Diploma. Preferred B.S. or B.A. degree in education, child development, recreation, business or related fields. Previous experience in child-care, youth development and/or recreation. Very organized and reliable. Demonstrated success in an independent work environment. Some college a plus.

High degree of human relation skills: Ability to effectively communicate and manage information to parents, children, peers, staff and volunteers. Ability to establish, collaborate and maintain relationships with staff, YMCA members, volunteers, schools and general public. Exemplify YMCA ideals, leadership qualities and a professional image. Knowledge of computers: MS Word, MS Excel and database management. Demonstrated knowledge of Day Camp, Child Care and Program Administration. Ability to handle multiple tasks, work independently, problem solve and possess effective time management skills. Must have current CPR/AED (can be certified within first 90 days) and obtain any other certifications required for job. Must receive a cleared Background check through Bright from the Start. Must also have a pre-employment drug screening.

Employee Signature: _____ **Date:** _____