



## JOB DESCRIPTION

Job Title: School-Age Site Director Range: Grade 6  
Job Number: Unit: Child Care Date Revised: August 2008  
FLSA Type: Non-Exempt YMCA: South Sound Page: 1 of 2

### GENERAL FUNCTION

The School-Age Site Director plans, directs and supervises the site activities at an assigned location of the School Age Child Care Program of the South Sound YMCA.

### ENTRY REQUIREMENTS

- Be 21 years of age
- Education: have completed 30 credit hours of college level, educationally-related course work or equivalent as determined by state licenser
- Possess at least two years of experience working with children; volunteers; cooperate with school personnel in a positive, professional manner; maintain a facility in accordance with state licensing regulations and YMCA requirements; relate well to children and their families
- Training: meet and maintain training standard set by STARs for Washington state, including completion of 20 hour basic training and 10 additional yearly hours

### CORE COMPETENCIES

1. **Supports the Mission, Vision and Direction of the YMCA**  
Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
2. **Builds Community**  
Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
3. **Provides a Quality Experience for Members, Participants, Internal Customers and Others**  
Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
4. **Works Productively**  
Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
5. **Uses Effective Personal Behaviors/Communicates Effectively**  
Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

## **PRINCIPAL ACTIVITIES**

- Supervises staff and volunteers to provide a safe and healthy environment and a quality program.
- Promotes staff's professional growth by providing information on workshops, trainings, certifications, etc.
- Conducts staff meetings on a regular basis for the curriculum, evaluate activities at site, and discuss issues and concerns that may have arisen.
- Plans a developmentally-appropriate curriculum and appropriately involves staff in its delivery
- Maintain good YMCA relationships with children, parents/guardians, community and school staff.
- Sees that all appropriate supplies required to run a quality program are available.
- Refers new applicants for the program to the Child Care office; keeps up-to-date records on all children and staff as required by the State of Washington; orients parents in accordance with state requirements.
- Arranges for substitutes as needed according to YMCA subbing procedure.
- Reads and becomes familiar with licensing regulations; sees that the program meets all the requirements as set down by the State; immediately report any problems to assigned Program Director.
- Maintain site in accordance with school district standards by doing such custodial duties as necessary to leave the general space, restrooms, sink, halls, playground in clean, orderly conditions.
- Lifting is required.
- Is consistently accessible to children, staff and parents/guardians.
- Prepares for program activities such as parents meetings, open house, school holidays, etc.
- Plans quarterly parent meetings.
- Turns in completed paperwork by required deadlines.
- Attends required and appropriate trainings and staff meetings.
- Reads and follows the guidelines of the policy manual and licensing and evaluation standards.
- Dresses in clean, neat clothing appropriate for indoor and outdoor educational and recreational activities; maintains a high standard of personal appearance and grooming, including personal hygiene, in accordance with standards set by the YMCA personnel policy.
- Has the following documentation on file at the site and the YMCA Child Care Office within expressed timelimits after hire: First Aid, CPR, HIV / AIDS, and New Employee Orientation. All background check forms and proof of current TB test must be completed prior to first day of working with children.
- Maintain accurate time and attendance records through Infinitime system.
- Other duties as assigned.

## **END RESULTS**

Effectiveness is measured in the overall quality of the program as determined by the Program Director and parent evaluations, in quality of accounting records, timeliness of reporting and the quality of support to staff and membership.

I understand and accept the expectations described for the above position with the South Sound YMCA.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_