

Bedell Family YMCA Job Description

Job Title: School Age Program Director

Pay Grade: Exempt - 14

Reports to: Program Operations Director

Job Summary: To work as part of the YMCA Leadership Team in building programs that promote Healthy Living, Social Responsibility and Youth Development by providing leadership for Before and After School programming, Y Kids Summer Adventure Club, Child Watch, the YMCA Character Center, Reading Buddies and various youth/teen programs.

Essential Functions:

1. Overall

- a) Support the mission of the YMCA.
- b) Incorporate the YMCA character development Caring, Honesty, Respect, and Responsibility in our daily routine and incorporate these character traits when interacting with staff and members.
- c) Maintain a positive working relationship with fellow staff and members of all ages and background.

2. Program Management

- a) Responsible for overseeing the planning and implementation of all school-age programs, satellite programs at schools or workplace sites, Kids Day Out, Kids Night Out, YMCA Character Center and to ensure that all facets of the School-Age Programs meet quality standards.
- b) Responsible for knowing, understanding and overseeing the implementation of all childcare regulations necessary to secure and maintain licensing and to insure a good relationship with DHS.
- c) Responsible for the leadership to the Y Kids site locations with a presence and intentional lesson plans for daily activity.
- d) Provide leadership to the growth and development of new programs for the School Age department.
- e) Responsible for the inputting of weekly DHS registration, program billing and annual tax documents.
- f) Responsible for maintaining the School Age staff's DHS credentials and ensuring that all requirements are being met by the staff and department.
- g) Responsible for maintaining and inventorying the program sites first aid supplies and all other relevant materials.

- h) Attend all staff meetings, other designated meetings and workshops required.
- i) Acquire and maintain all appropriate certifications for DHS.
- j) Responsible to function as a part of a team to provide quality programs and services to YMCA members and program participants.
- k) Perform other duties as assigned by supervisor.

3. Supervision

- a) Recruit, train, schedule and supervise all staff for Before/After School Care, Summer Adventure Club, Child Watch, YMCA Character Center and other youth related programs.
- b) Conduct staff meetings and trainings as needed to keep staff informed and certified.
- c) Develop and implement training process for staff to prepare them for work.

4. Budget

- a) Monitor income and expenses and stay within budget of all programs. All variances must be reported to CFO with explanations.
- b) Provide input into the development of school age programs department budgets.
- c) Responsible to monitor staffing patterns and make recommendations or needed changes to Program Operations Director and CEO.

5. Financial Development

- a) Act as a Staff Liaison in the YMCA Strong Kids Campaign
- b) Research grants appropriate for School Age and other funding opportunities. Reports grant progress as deemed appropriate through each grant, keeping accurate and fashionable records of expenses.

6. Volunteer Development

- a) Assist where needed in the development and maintenance of a record system for School Age and Reading Buddies volunteers.
- b) Assist in the recruitment, supervision and train program volunteers for Reading Buddies and School Age programs.
- c) Act as a staff liaison to various committees served by the Bedell Family YMCA.

7. Program Promotion

- a) Assist with the implementing a marketing program for all Reading Buddies and School Age programs in partnership with association Communications Director.
- b) Distribute materials in a timely and efficient manner for all programs.
- c) Develop a method to communicate with community and share opportunities for program involvement.

- d) Continually research new avenues for material distribution and engagement.

8. Qualifications

- a) BA/BS in education, recreation, or related field or similar experience.
- b) Attain appropriate certifications to run School Age programs.
- c) CPR, 1st Aid, and appropriate YMCA trainings as indicated by supervisor.
- d) Work towards Multi-Team Leader Certification.

Working Conditions:

- Ability to work in excess of a 40-hour week with irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and supplies weighing up to 20 pounds.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Ability to view/enter data for long periods of time.

Effect on End Result

The effectiveness of a competent School Age Director will be a steady growth and retention of volunteers, program participants, and individuals involved in the programs of the YMCA. The School Age Director will impact the community understanding of the "Y" and its mission. The "Y" will be known as the leader in the community, as a mission-driven, values-driven, ethical organization.

Specifically agreed upon goals will be mutually established and reviewed at least once per year. The measurement of the School Age Director performance and effectiveness will be based on the accomplishment of these goals.

WE UNDERSTAND AND MUTUALLY ACCEPT THAT THE ABOVE DESCRIPTION REPRESENTS OUR AGREEMENTS AS TO THE JOB TO BE PERFORMED.

Employee

Date

Program Operations Director Date