



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ROCKY MOUNT YMCA JOB DESCRIPTION

Job Title: **School Age Director – Child Care**
FLSA Status: Exempt
Status: F/T
Reports to: CEO

Job Code: (unique to Y)
Job Grade: (unique to Y)
Department: Child Care
Revision Date: March 17, 2017

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA child care program(s).

ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates the school age child care programs for assigned location(s). Expands program within the community in accordance with strategic and operating plans. Monitors and evaluates the effectiveness of and participation in program.
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance annually. Develops strategies to motivate staff and achieve goals.
3. Develops, manages and controls budgets related to the position. Ensures program operates within budget and that program fees are collected. Supports and budgets for healthy eating through coaching, mentoring, and monitoring menu quality
4. Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures are followed.
5. Provides for upkeep of assigned program facilities, equipment and vehicles. Ensures the physical environment supports healthy living.
6. Develops and maintains relationships with state child care licensing agency, school administration, parent groups and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner.
7. Provides staff leadership for annual fund raising campaign and committees as assigned.
8. Maintains proper records/department files.
9. Assists in the marketing and distribution of program information.
10. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
11. Administer the day-to-day operation of the school-age program.
12. Ensures a safe, fun and enriching program to foster children's social, physical, spiritual and mental growth.
13. Prepare and monitor staff schedule at all times, modifying it as necessary to maintain appropriate staff-to-child ratios; fill-in when and where needed.
14. Visit each after school site on a regular basis, facilitating special enrichment opportunities.
15. Attend mandated Program Directors' meetings and required professional development trainings.
16. Help to transport children to school sites, when needed.
17. Keep open communication with all CEO, Program Directors and school staff.
18. Distribute all necessary forms to each site such as attendance sheets, emergency, incident and accident reports, damage reports, behavior reports, parent evaluations and surveys, etc. and submit to Supervisor.

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19. Ensures that YMCA program standards are met, and safety procedures followed.
20. Models the Y Character values of Honesty, Caring, Responsibility and Respect and teaching them to the children.
21. Abide by the policies prescribed in the Personnel Policy.
22. Assuming any other duties as directed by the YMCA administration.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Communication: Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.

Developing Others: Recognizes and acts on the need to continually develop others' capabilities to attain the highest level of performance possible.

Change Capacity: Leads self and others through change by navigating ambiguity appropriately and adapting well to new situations, obstacles, and opportunities.

Emotional Maturity: Demonstrates effective interpersonal skills.

QUALIFICATIONS:

1. Minimum Bachelor's degree in Early Childhood Education, Childcare Administrator Level I and current Qualification letter from the State of North Carolina.
2. Typical requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).
5. Minimum age requirements of 21.
6. A minimum of two to four years of relevant experience working with children under the age of 13 in an educational setting including at least two years in an administrative supervisory capacity with demonstrated decision-making ability.
7. Must be capable of directing the daily administrative, program related, and supervisory responsibilities of the School Age Child Care program.
8. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
9. Positive role model with strong leadership, conflict resolution and diplomacy skills.

REQUIRED CERTIFICATIONS:

- Fulfillment of state-specific hiring standards: physical every other year, negative TB test, negative results to a Urine Drug Screen, finger printing through the FBI, authorization for a Limited Criminal Police History, Child Protective Services screening and the Violent Offender Registry and completion of 12 hours of training-12 hours in school age and YMCA program specific certifications for school age child care.
- Obtain a Chauffer's License to drive a mini-bus as a back-up driver within 30 days of hire.

YMCA JOB DESCRIPTION FOR SCHOOL AGE DIRECTOR/CHILD CARE

- Provide an annual Motor Vehicle Report and proof of current car insurance.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.

How to Apply

Apply by Email: **ChildCareDirector@rmymca.org**

Resumes Accepted Until 4/21/2017