



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **School Age Childcare Director**
Leadership Level: Team Leader 2
Status: F/T
Reports to: Branch Executive Director

Starting Salary: \$40,000
FLSA Status: Exempt
Department: Youth and Family
Revision Date: 5/07/2019

POSITION SUMMARY:

Reports to the Branch Executive Director, provides organizational and professional leadership to off-site programming in the neighboring community. Serves as Director of the licensed school-age childcare program, assesses community needs and coordinates delivery of YMCA resources to meet those needs. Serves as liaison between the community and YMCA resources, including sports, wellness, aquatics, and youth and family programs. Directly supervises staff to ensure safety and the delivery of high quality programs.

ESSENTIAL FUNCTIONS:

- Plans, delivers, directs, and evaluates licensed after-school care program activities to meet the needs of the community and fulfill YMCA objectives. Establishes new program activities and expands program within the community in accordance with strategic and operating plans. Develops and maintains collaborative relationships with community organizations.
- Responsible for processes, procedures, and implementation of all recruitment, hiring, training, development, scheduling, supervision, and evaluation of staff. Engages and equips volunteers to support YMCA programs.
- Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Ensures records of staff certifications are current and complete.
- Monitors daily operations to adhere to all state, local and YMCA regulations.
- Ensures proper maintenance of facilities and equipment. Secures and schedules facilities.
- Ensures the delivery of high quality YMCA programs through the training, development, and supervision of staff. Creates and schedules programs that meet the needs of youth, adults, and families.
- Leads marketing of programs.
- Develops and monitors program budget to meet fiscal objectives.
- Assists in YMCA fund raising activities and special events.
- Responds to all member and community inquiries and complaints in timely manner.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Experience in delivery of licensed child care and/or camp programming. One plus years of experience in licensed school-age program management preferred.
- Meet qualifications of a Program Director as detailed in Regulations for Licensed Childcare in Virginia.
- Within 30 days of hire completion of the required YMCA courses and orientation trainings.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

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 supervise program activities.
- Noise Level: Moderate to Loud

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____