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# PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: Site Director
Leadership Level: Team Leader
Status: F/T
Reports to: Association Director of School Age Programs

Pay Range: $46K-$52K
FLSA Status: Exempt
Department: Youth Development
Revision Date: 3/10/2026

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## POSITION SUMMARY:

This position is responsible for overseeing the YMCA Afterschool Program at one of the six Charlottesville City Elementary Schools. The site director is responsible for the staff and the students. The Site Director is responsible for the safety and well-being of students attending the program. Manages lead counselors and assistants. Communicates effectively with the Association Director of School Age programs, school administration, staff and parents. Director completes staff observation, student behavior, and program administrative tasks. Serves as Lead Counselor for Out-of-School and Summer Camps. Must be very reliable, self-motivated and a good role model. Adheres to YMCA's core values of caring, honesty, respect, and responsibility.

## Schedule:

9:00am-12:30pm (Office)
1:30pm-6:00pm (Afterschool site) *until last child leaves

## ESSENTIAL FUNCTIONS:

- Supervises staff and the day to day operations of the afterschool program.
- Creates parent engagement events at the afterschool site.
- Recordkeeping information such as attendance and student information.
- Manage DSS attendance and Kinder connect.
- Assist with afterschool and camp training.
- Assist with overseeing and supervising OST camps when needed.
- Assist other afterschool sites when needed.
- Plans and setup supplies for staff weekly.
- Ensures lead and assistant counselors are implementing daily plans.
- Adheres to program standards including safety and cleanliness.
- Supervises the staff, children, and all activities.
- Makes ongoing, systematic observations and evaluations of each child and staff.
- Conducts parent conferences when needed and maintains positive relationships and effective communication with parents.
- Maintains program site and equipment.
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintain compliance at all times.
- Attends and participates in program activities and team meetings.
- Attend association events on weekend (2 events required)
- Actively seeking to continuously update skills by attending outside workshops whenever possible, by becoming active in professional organizations and constantly seeking new ideas and materials.
- 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:

- Must be at least 21 years of age.
- Successfully pass background checks (fingerprints required).
- Complete a TB Skin Test with negative results.
- Meets educational and experience qualifications established by the Department of Social Services Division of Licensing.
- Must submit a resume and an unofficial college transcript.
- At least one year of supervision skills and experience working with children in a group setting is required.
- Complete the Childcare Aware Subsidy Training.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
- Participation in required in-service training (24 hours) annually.
- CPR certified, or obtained within 30 days of hire.

## WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to plan, lead and participate in activities.
- 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.
- Ability to walk, stand, and sit (including on the floor) for long periods of time

## SIGNATURE:

I have reviewed and understand this job description.

_____ _____

Employee's name Employee's signature

Today's date: _____