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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Site Director**

Leadership Level: Leader 5

Status: Part-time

Reports to: Senior Program Director

Pay Range: \$18-\$20/hr

FLSA Status: Non-Exempt

Department: Youth Development

Revision Date: 7/19/21

POSITION SUMMARY:

Position is responsible for overseeing the YMCA Afterschool Program at Charlottesville City Elementary School. 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. Manage lead counselors and assistants. Communicate effectively with the Senior Program Director, school administration, staff and parents. Assist the Senior Program Director with staff observation, student behavior and sorting supplies. Must be very reliable, self-motivated and a good role model. Adheres to YMCA's core values of caring, honesty, respect, and responsibility.

ESSENTIAL FUNCTIONS:

- Supervises staff and the day to day operations of the afterschool program.
- Available to work Monday-Friday from 12:00pm-6:00pm (hours can vary)
- Assist Senior Program Director with creating weekly enrichment activities and family engagements
- Plan and setup supplies for staff weekly.
- Ensures lead 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, 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.
- Actively seeking to continuously update skills by attending outside workshops and constantly 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.

MUST ATTEND THE FOLLOWING:

- Interviews: August 2nd, August 3rd, August 4th or August 5th between 12pm-6pm
- HR Orientation: August 18th or August 19th from 4:30pm-6:00pm
- Staff training: August 20th, August 23rd and August 24th
- First day of program: August 25th

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____