FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: CELC After School Site Director
Leadership Level: Leader
Status: F/T
Reports to: Association Director of Early Learning

Pay Range: $20/hr
FLSA Status: Non-Exempt
Department: Early Learning
Revision Date: 4/23/26

The YMCA is a leading nonprofit organization committed to strengthening community through youth development, healthy living, and social responsibility. Our programs are designed to help children and families thrive in a supportive environment.

POSITION SUMMARY: The Site Director will oversee the daily operations of the program at Charlottesville Early Learning Center. This role involves managing staff, ensuring student safety and well-being, and creating a positive atmosphere for all participants. The Site Director will work closely with the Association Director of Early Learning to observe staff, manage student behavior, and organize program supplies. The Site Director will also serve as a center floater between the Early Learning Center at the Jefferson School and the Early Learning Center at Sentara Martha Jefferson, providing support in classrooms as needed, including coverage for staffing gaps and lunch breaks. The ideal candidate is reliable, self-motivated, and serves as a positive role model.

ESSENTIAL FUNCTIONS:

Supervise Staff and Operations:
- Oversee day-to-day program operations and staff at the site.
- Create and manage staff schedules.
- Address student and staff concerns or behavioral issues promptly and effectively.

Program Management:
- Organize and adapt daily activities to meet the needs of the students, ensuring quality, safety, and hygiene standards are maintained.
- Prioritize the well-being, safety, and protection of all students and staff.
- Check daily balances through Daxko, contact parents for unpaid balances and suspension due to missed payments, etc.
- Evaluate potential risks and proactively implement actions to mitigate them.

Communication:
- Communicate effectively with the Association Director of Early Learning, staff, and parents.
- Maintain positive relationships and effective communication with parents, answering their questions and addressing their concerns.

Compliance and Standards:
- Adhere to program standards, including safety and cleanliness.
- Maintain thorough knowledge of licensing standards set forth by the Commonwealth of Virginia and ensure compliance at all times.

Continuous Improvement:
- Attend and participate in program activities and team meetings.
- Seek to continuously update skills by attending workshops, participating in professional organizations, and seeking new ideas and materials.

Other Responsibilities:
- Assist the Association Director of Early Learning with staff observation, student behavior management, and sorting supplies.
- Assist in the classrooms at both Early Learning Centers.
- Perform other duties as assigned to support the program's success.

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:

- Meets educational and experience qualifications established by the Virginia Department of Education.
- At least 21 years of age.
- At least one year of supervision skills and experience working with children preferred.
- 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.

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: _____