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YMCA POWER SCHOLARS ACADEMY JOB DESCRIPTION

Job Title: **Site Director**

Leadership Level: Leader 5

Status: Seasonal

Reports to: Senior Program Director

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

FLSA Status: Non-Exempt

Department: Greene Co.

Revision Date: 1/26/22

Imagine being part of one of the most respected human services organizations in the world—a place where your work positively influences the lives of others, a place where you thrive in a values-based environment, a place where you are building a better future for yourself and your community

POSITION SUMMARY:

The position is responsible for overseeing the YMCA Power Scholars Academy in Greene County. 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 Power Scholars Academy.
- Available to work Monday-Friday between 7:30 am-5:00 pm.
- Assist principal with rides in and breakfast distribution.
- Assist Senior Program Director with creating weekly enrichment activities and family engagements.
- Plan and set up 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.
- Perform indoor and outdoor tasks.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Maintain a positive attitude and professional tone/interactions with students and peers.
- Able to lead and implement chants, cheers, attention seekers during assemblies and throughout the program day.
- Handle any staff or student conflict.
- Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintains compliance at all times.
- Attends and participates in program activities and team meetings.
- Actively seeking to continuously update skills by attending outside workshops and training 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 Virginia Department of Education.
- 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 Virginia Preservice 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 (16 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.
- Cannot take vacation the first and last week of the program.

Requirement:

- Must be available to work first week of the program.
- Staff Training Monday, June 6th-Friday, June 10th

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____

Employee's signature _____

Today's date: _____