



Greater Marco Family YMCA

JOB DESCRIPTION

Position Title: A/S Program Site Director

Department: Child Care

Employment Classification: P/T (in summer- temporary F/T)

Reports To: School Age Manager

Date:

Approved:

GENERAL FUNCTION:

The Site Director is responsible for the overall development, implementation, and supervision of the After School Program, with the support and guidance of the School Age Manager. He/she serves as the leader of a team of people with the goal of providing excellent after school care, and full day care on non-school days for school aged children (K-5th grade). It is his/her responsibility to make sure that YMCA standards and procedures as well as those of the Department of Children and Families are followed. He/she will supervise Program Counselors and will make regular reports to the School Age Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop and implement all aspects of the of After School Program
2. Supervise and schedule support staff and maintain proper adult/child ratios
3. Ensure all groups are covered according to mandated ratios when staff are absent
4. Maintain up to date, accurate, and complete written records on all enrolled children.
5. Maintain on site staff personnel records
6. Complete weekly attendance records in format required as per the RFQ contract
7. Assist in maintaining allotted budget for school year
8. Follow up with support staff on mandated trainings and in-service hours needed
9. Attend bi-weekly meetings with School Age Manager, and monthly/ bi-monthly meetings with all ASPIRE staff
10. Complete program evaluations once per semester and report to School Age Manager on analysis of evaluations.
11. Maintain all standards, policies, and procedures for After School Programs as required by the Department of Children and Families, the RFQ, and the YMCA
12. Develop a positive relationship with parents by creating ample opportunities for communication and being open to their requests whenever possible
13. Develop a positive relationship with school officials and employees and work with them to coordinate schedule changes, arrivals, departures and progress.
14. Inventory and order needed supplies and create monthly newsletters
15. Inventory Program equipment and supplies and notify School Age Coordinator when more are needed, while maintaining allotted budget.

16. Review all incident, accident, illness, and discipline reports and make verbal reports to the parents at pick up
17. Observe behaviors and development levels of the children and keep written records when problems or concerns arise; inform the School Age Manager when a parent conference is warranted and initiate and participate in the conference
18. Collect and record weekly payment of fees from parents and ensure that all payments are processed into Daxko system.
19. Notify all necessary school staff of any roster changes via e-mail every week, and as they occur.
20. Create a group email and send a minimum of one email per week to the families with highlights, reminders, events/activities.
21. School Age Manager, Youth Development Manager, and CEO must be copied on these emails.
22. Communicate with parents on an individual level if needed to share information, pictures, etc..
23. Keep the School Age Manager informed of all program issues as they arise especially when related to the children's behavior and development
24. Be familiar with YMCA mission, policies and procedures
25. Participate in YMCA programs, promotions, fundraisers, and events
26. Be an enthusiastic, dedicated, reliable and committed leader of our team

MINIMUM REQUIREMENTS:

1. Meets all Department of Children and Family standards
2. Certification in Infant, Child and Adult CPR, and Basic First Aid
3. **Completion of 45 Hour Child Care course required by the State of Florida
4. Valid Driver's License and good driving record
5. 21 Years or older
6. Degree in Early Childhood Education or CDA (preferred)
7. Completion of the state issued Director's Credential within one year of hire for Sites under the RFQ contract.

**must enroll for class within 30 days of employment

Employers Rights

This job description does not list all the duties of the job. You may be asked by the President/CEO to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and the employer reserves the right to terminate employment at any time, for any reason.

Employee's Signature

Date

Supervisor's Signature

Date