

The Family YMCA of Lancaster & Fairfield County

Job Title:

School Age Care Site Director

Department:

Child Care

Locations:

Pleasantville Elementary

Hours:

Before Care - 6:30 AM until School start

After Care - School end until 6 PM

Flexible admin work hours in between shifts

Days:

We run the same calendar as the school, Monday through Friday.

Job Type:

Full-time Pay: \$19.00 per hour

Qualifications:

Must be at least 18 years of age and have a high school diploma or G.E.D. as well as 1 year of previous childcare experience, and completed/working toward higher education. We are looking for people who love working with children and want to provide a safe, consistent, and academically stimulating environment at your assigned school-age care site. We require a clean background check and someone who wants to make a difference in our children's lives.

Benefits:

- Vacation time
- Free YMCA membership
- Employee discount on childcare
- Employee discount on programs offered through the YMCA

YMCA POSITION SUMMARY:

Under the direction and supervision of the Area Director, the Site Director will supervise and guide a child's development in a safe and healthy environment while within a partnering elementary school. Homework help, art projects, fun games, sports, and more will make up the daily programming. A top-notch Before and After Care Site Director should be a friendly, creative, approachable individual with a passion for teaching and excellent communication skills. The Site Director will provide engaging lesson plans and communicate thoughtfully with families in the program to foster a welcoming environment.

OUR CULTURE: Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day.

We are welcoming: we are open to all. We are a place where you can belong. **We are genuine:** we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Thinks, communicates and behaves as a cause-driven leader and role model for other staff and members when it comes to desired staff behaviors; promotes youth development, healthy living, and social responsibility in all job-related functions.
2. Actively plans and participates in all daily activities, curriculum, and schedule including Y Kids Food and Fun, nutrition education, STEM activities, homework assistance and following HEPA standards.
3. Prepares site daily for arrival of children; maintains organization of site throughout program time; cleans up space at conclusion of program.

4. Attends all staff meetings, appropriate child care workshops, appropriate specialized training and safety training. Maintains required training hours.
5. Assists in preparing monthly newsletter, curriculum plans, and special events.
6. Ensures the site's compliance with all ODJFS licensing requirements and YMCA standards.
7. Maintains written records and reports as required on individual children.
8. Maintains good relationships and cooperates with children, parents, school/host staff, administrators, community and YMCA staff.
9. Works at other Y Club (school-age care sites) locations when needed to maintain ratios.
10. If applicable, complete duties as required by the Child and Adult Care Food program.
11. Completes all required documents and/or tracking as designated by the director.
12. Provides assistance to other child care programs as needed.
13. Assists in collecting data for funding and projects as designated by the supervisor.

Must submit a staff medical statement as required by ODJFS standards. Must obtain and keep current training certifications in first aid, communicable diseases, child abuse recognition & prevention as required by ODJFS. Must attend all necessary YMCA, child care and/or grant related training.