



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **JOB DESCRIPTION**

Job Title: **Site Director**  
Unit/Department: **SACC**  
Reports To: **Program Director**  
Position Type: **Full-time, Non-Exempt**  
Date Revised: **04/26/2018**

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### **POSITION SUMMARY:**

The FT School-Age Site Director plans, directs and supervises the site activities at an assigned location of the School Age Child Care Program of the South Sound YMCA.

The mission of the South Sound YMCA is to provide youth and our community an affordable and accessible resource for the positive development of spirit, mind, and body through recreational, health, and leadership programs. Our impact is felt when an individual makes a healthy choice, when a mentor inspires a child, and when a community comes together for the common good.

### **REQUIREMENTS:**

- Be 21 years of age
- Education: have completed 30 credit hours of college level, educationally-related course work or equivalent as determined by state licenser
- Possess at least two years of experience working with children; volunteers; cooperate with school personnel in a positive, professional manner; maintain a facility in accordance with state licensing regulations and YMCA requirements; relate well to children and their families
- Training: meet and maintain training standard set by STARs for Washington state, including completion of 35 hour basic training and 10 additional yearly hours
- Valid driver's license and ability to qualify as an approved driver for our insurance purposes.

### **PRINCIPAL ACTIVITIES:**

- Supervises staff and volunteers to provide a safe and healthy environment and a quality program.
- Promotes staff's professional growth by providing information on workshops, trainings, certifications, etc.
- Conducts staff meetings on a regular basis for the curriculum, evaluate activities at site, and discuss issues and concerns that may have arisen.
- Plans a developmentally-appropriate curriculum and appropriately involves staff in its delivery
- Maintain good YMCA relationships with children, parents/guardians, community and school staff.
- Sees that all appropriate supplies required to run a quality program are available.
- Refers new applicants for the program to the Child Care office; keeps up-to-date records on all children and staff as required by the State of Washington; orients parents in accordance with state requirements.

- Arranges for substitutes as needed according to YMCA subbing procedure.
- Reads and becomes familiar with licensing regulations; sees that the program meets all the requirements as set down by the State; immediately report any problems to assigned Program Director.
- Maintain site in accordance with school district standards by doing such custodial duties as necessary to leave the general space, restrooms, sink, halls, playground in clean, orderly conditions.
- Lifting is required.
- Is consistently accessible to children, staff and parents/guardians.
- Prepares for program activities such as parents meetings, open house, school holidays, etc.
- Plans quarterly parent meetings.
- Turns in completed paperwork by required deadlines.
- Attends required and appropriate trainings and staff meetings.
- Reads and follows the guidelines of the policy manual and licensing and evaluation standards.
- Dresses in clean, neat clothing appropriate for indoor and outdoor educational and recreational activities; maintains a high standard of personal appearance and grooming, including personal hygiene, in accordance with standards set by the YMCA personnel policy.
- Has the following documentation on file at the site and the YMCA Child Care Office within expressed time limits after hire: First Aid, CPR, HIV / AIDS, and New Employee Orientation. All background check forms and proof of current TB test must be completed prior to first day of working with children.
- Maintain accurate time and attendance records through Empower system.
- Other duties as assigned.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands, handle or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, and talk and hear. Incumbent must be able to move freely and quickly throughout YMCA facilities; communicate effectively with people in person, on the phone and via written correspondence; and use a computer for a significant portion of the work day. The employee must occasionally lift and/or move up to 40 pounds.

#### **HOW TO APPLY:**

To apply please submit a cover letter indicating why you are the best candidate for the position and resume to [hr@ssymca.net](mailto:hr@ssymca.net). Type "Site Director" in the email subject line.