

SOUTH SOUND YMCA

JOB DESCRIPTION

Position: Child Care Site Director

Incumbent:

Supervisor: Program Director

GENERAL FUNCTION

The Site Director plans, directs and supervises the site activities of the School Age Child Care Program of the South Sound YMCA.

KNOWLEDGE AND SKILLS REQUIRED

To effectively serve in this position, the incumbent must be a minimum of 21 years of age and have completed at least 30 credit hours of college level educationally related course work or equivalent as determined by state licenser. The incumbent must also meet state requirements of the Site Director position and must be able to manage a comprehensive curriculum, supervise staff and volunteers, cooperate with school personnel, maintain a facility in accordance with state licensing regulations and YMCA requirements, and relate well to children and their families.

PRINCIPLE RESPONSIBILITIES

- A. Supervise staff and volunteers to provide a safe and healthy environment, and a quality program.
- B. Supervise staff's professional growth by providing information on workshops, etc.
- C. Conduct staff meetings on a regular basis to plan, evaluate, and discuss problems, concerns, etc.
- D. Plan a developmentally appropriate curriculum and assign as appropriate to staff.
- E. Maintain good child, parent, community and school/YMCA relationships.
- F. See that all appropriate supplies required to run a quality program are available.
- G. Refer new applicants for the program to Office of Children and Family Services. Keep up-to-date records on all children and staff as required by the state of Washington. Orientation of new parents is required by the state.
- H. Arrange for substitutes according to YMCA procedure.
- I. Read and become familiar with licensing regulations. See that the program meets all the requirements set by the state. Report any problems to the Program Director.
- J. Maintain site in accordance with school district standards by doing such custodial duties as necessary to leave the general space, restrooms, sinks, halls, playground, etc., in clean, orderly condition. Lifting is required.
- K. Maintain accessibility to staff and parents.
- L. Prepare for program activities such as parents' meetings, open house, school holidays, etc. Plan quarterly parent meetings.
- M. Turn in completed paperwork by required deadlines.
- N. Meet weekly with Program Director.

- O. Site Director and staff should dress in clean, neat clothing appropriate for indoor and outdoor athletic and craft activities. A high standard of personal appearance and grooming should be maintained, including personal hygiene, in accordance with standards set by the school district.
- P. Attend monthly trainings and Site Director’s meetings.
- Q. Read and follow the guidelines of the Policy and Procedure Manual and the evaluation standards.
- R. Prepare room daily with the help of staff.
- S. Have on file at the site and the YMCA child care office within 30 days of employment the following: First Aid, CPR, Food Handler’s Card, and Blood borne Pathogens Training. All background check forms, proof of a current TB test and a New Staff Orientation need to be completed prior to first day of working with children. The office staff will see that the sites receive a copy.

EFFECT ON END RESULT

This position has a major impact on the overall effectiveness with which the Association accomplishes its goals and objectives in service to the community—especially with regard to financial management and control. Effectiveness should be measured in the overall quality of the program as determined by the Program Director and parent evaluations, in quality of accounting records, timeliness of reporting and the quality of support to staff and membership.

I understand and accept the expectations described for the position of Site Director with the South Sound YMCA.

Employee Signature _____ Date _____