



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

YMCA OF SOUTHWESTERN INDIANA

Job Title: School-Age Child Care Site Director

Status: Part-time

Reports to: Assistant Child Care Director or Child Care Coordinator

General Function: Under the direction of the Childcare Coordinator or Assistant Child Care Director, the Site Director will be responsible for the overall management and supervision of a site and the direct supervision of the support staff at that site. Site director will also be responsible for the supervision of children between the ages of 5 and 14 years of age.

Position will require: This is a part time position. Any change of schedule would need to be approved in writing by the Child Care Coordinator or Assistant Child Care Director. Site Director will be certified in First Aid, CPR, Blood borne Pathogens and Oxygen, Child Abuse Prevention, and New Employee Orientation.

- Will need to be sensitive and mature, able to relate well to both children and adults. Must be fair to all.
- Possess an outgoing personality, be warm and friendly, and have stability for program continuity. Possess leadership and supervision qualities.
- Able to demonstrate creativity.
- Have general knowledge of the YMCA's mission and be able to convey it to the community.
- Willing and able to communicate with parents and facility officials in a Positive manner.

Job Segments:

- Supervise childcare staff.
- Provide direction and motivation to all site staff. The staff must always be in the presence of the children.
- Promote the YMCA Character Development Initiative.
- Communicate effectively with parents, facility officials, and fellow workers. Do not discuss about children or situations with anyone except that child's parents.
- Document attendance and maintain intake/emergency information on each child.
- Have complete knowledge of emergency procedures appropriate for the individual site (as provided by school personal) to ensure the safety of the children.
- It is a necessity for all sites to open on time. Punctuality is very important. If you are unable to work you must notify your supervisor immediately.
- Attend all staff meetings and training programs as deemed necessary by your supervisor
- Maintain the quality of supplies, equipment and materials.

Our Mission: The YMCA of Southwestern Indiana, Inc., following the example of Jesus Christ, responds to community needs by serving all people, especially youth, through relationships and activities that promote healthy spirit, mind and body.

- Be responsible for the appearance and organization of the site.
- Maintain an attitude of professionalism and loyalty.
- Promote YMCA Child Care programs and other related programs.
- Any signs of child abuse or neglect must be documented and reported to your supervisor.
- Under no circumstances should corporal punishment be used (i.e. hitting, slapping, spanking, grabbing, etc.).
- This job description is subject to change depending on program needs by the Child Care Director.
- Must be responsible for verifying hours worked by staff by signing staff's time cards.
- Submit weekly paperwork to YMCA downtown office by Monday 10:00 am.
- Pick up required paperwork and snack for the following week at the downtown office.
- Be responsible for signing in and out children on the Tablet in the Procure System.

Revision Date: August 2016

School-Age Child Care Site Director

I, _____, have received and read a copy of the job description for the position listed above, and I understand my responsibilities as an employee.

Signature: _____ Date: _____

Supervisors Signature: _____