**Twin Pike Family YMCA Job Description**

Job Title: 21st CCLC Before and After School Program Site Director

Status: Part-time

FLSA Status: Non-Exempt

Reports to: Program Director                    Revision Date: 1/25

**Position Summary:**
Responsible for the delivery of the 21st CCLC program within a designated school district, including development of curriculum and instruction, supervision of personnel within the program, and maintaining the state licensure certification.  Works with the Program Director and the school district's administration to implement the educational services.  Provides direction for the program and staff and implements program curriculum in the 21st CCLC program.  Provides quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring.

**Essential Functions:**
1. Conducts ongoing assessment of staff functions to determine required core competencies and skills to meet the requirements of the 21st CCLC grant and the YMCA; and designs and implements training as needed.  Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed.  Reviews and evaluates staff performance. Develop strategies to motivate staff and achieve goals.
2. Ensure childcare programs implemented in the designated school district operate under established YMCA, 21st CCLC and state licensure guidelines.
3. Oversee and implements curriculum within the established guidelines.
4. Designs and implements daily lesson/activity plans.
5. Supervises the children, classroom, and all activities.
6. Works with Program Director and/or administrative staff to conduct billing and collection of childcare fees.
7. Makes ongoing, systematic observations and evaluations of each child.
8. Maintains communication with parents and engages parents as volunteers.
9. Maintains program site and equipment.
10. Maintains required program records.
11. Conducts, attends and participates in family nights, program activities, staff meetings, staff training and YMCA programs and events as designated.
12. Other duties as assigned

**Qualifications:**
1. At least 18 years of age
2. Meets educational and experience qualifications and passes all required background checks established by YMCA, state child-care licensure certification and the 21st CCLC grant guidelines.
3. Possess or achieves certification by the Missouri Department of Health and Senior Services (DHSS) as a Certified Site Director within the timeline defined by DHSS.  The DHSS certification level/education requirements will be dictated by the number of children served at the specified site. (see below)
4. Prior experience in public education, childcare or youth development is preferred.
5. Previous experience working with children in a developmental setting preferred.

6. Must be able to use (Word, Excel, PowerPoint, etc.).
7. Meets state licensure and 21st CCLC grant requirements regarding CPR, First Aid, AED certifications.
8. Completes YMCA Child Abuse prevention training within 30 days of hire date.
9. Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities.
10. Possess a valid driver's license or have means of transportation to attend off-site meetings.
11. Previous experience with diverse populations.

**Physical Demands:**
1. Ability to stand or sit for extended periods of time, bend, reach and lift.
2. Be able to lift 30 lbs.

**Benefits:**
• Salary $28/hour
• Membership: Individual membership privileges are included
• Program Discounts
• 403b Retirement Savings Plan

## ADDITONAL NOTES REGARDING THIS POSITION:

**Educational requirements specific to the Bowling Green 21st CCLC YMCA Afterschool site are:**
• Ninety (90) college semester hours. Eighteen (18) of the ninety (90) hours must be in child-related courses; or thirty-six (36) months' experience and eighteen (18) college semester hours in child-related courses.
• Must be able to work on days that Bowling Green Elementary school is in session & must be able to work 4 weeks in June.