

YMCA of Calhoun County

Position Description

Position: After School Site Director

Reports To: Youth Program Director

Status: Part Time Non-Exempt

General Statement of Duties: Under the direction of the Youth Program Supervisor, the After School Site Director is responsible for the after school activities, safe care of all children enrolled, and leadership of the after school child care assistants.

Job Segments:

- To develop, implement and administer the YMCA's after school child care curriculum
- Promote YMCA programs such as: SOFD's, Camps, Swim lessons etc.
- Supervise after school assistants and volunteers
- Perform such duties deemed necessary for fulfillment of the YMCA mission and goals of the after school child care program
- Be responsible for the safe welfare of each child enrolled in the after school child care program
- Provide effective communications with parents
- Coordinate and maintain accurate records of the program in cooperation with Supervisor and the YMCA administrative office.
- Attend all trainings and meetings as deemed necessary by supervisor
- Be responsible for and assist with timely payments of fees by participants
- Operate the program within the policies of the YMCA of Calhoun County

Personal Qualities

- Ability to work professionally with staff and volunteers
- Ability to work with children in a classroom setting
- Adhere to drug free work place
- Desire to work in a YMCA setting in accordance with the YMCA Mission
- Possess good communication skills with participants and parents

Typical Physical Demands

Ability to plan, lead and participate in all activities.

Requires full range of body motion, including manual and finger dexterity and hand/eye coordination. Requires corrected vision and hearing to normal range. Requires some exposure to communicable disease and/or bodily fluids. Occasionally requires lifting and carrying items and children.

Position Description After School Site Director (cont.)

Experience/Performance Requirements (Knowledge, Skills, and Abilities)

- Communication skills
- Current Alabama driver’s license
- Knowledge of child behavior and passive discipline skills
- Ability to get along with others and work in a team environment
- Respect the right of children
- Respect the rights of parents
- Receive cleared criminal background check (pre-employment)

Education

- At least 21 years of age
- CPR & First Aide Certification
- Prefer degree from an accredited College

I have read the above position description and understand the duties and responsibilities of the YMCA of Calhoun County After School Site Director Position. I further understand I may be required to perform other duties as assigned by my supervisors.

After School Site Director

Youth Program Director

Date

Date