Metro North YMCA
Position Description
After School-Out of School Time (OST) Site Director

Employee Type	Exempt
Job Category	Afterschool, Education
Minimum Experience	2 Years
Degree Preferred	4 Year Degree

Reports to: Program Administrator

Position Description:
Under the supervision of the Program Administrator, with direction from the Child Development and Out-of-School Time Leadership Team, the OST Director plans, coordinates and provides supervision of the OST program to ensure quality services which provide growth in academics, social emotional development and health and wellness. The Director conducts him/herself in a caring, responsible, honest, and respectful manner and is a role model for colleagues, staff as well as for program families. In addition, he/she ensures focus on programming that promotes healthy living, social responsibility, and youth development. This position will also serve as a Camp Director during the summer season.

General Responsibilities:
This employee ensures:

- Typical shift is 10-6pm but may be required to do hours outside of normal schedule for events and other programs
- The program staff plans and implements classroom curriculum that provide growth in skills, self-awareness, group relations, and character development.
- Adherence to EEC licensing standards, and creates an inclusive culture.
- Provides Director leadership to YMCA Summer Program.
- Communication of information to parents and community networks.
- Participation in the Y annual campaign
- Maintenance of program environments which are safe, healthy, and engaging.
- Positioning of the YMCA in the community as a resource and asset.

Responsibilities:

- Keeps safety of children as first priority; emphasizes personal safety and emotional well-being with the children, parents, and early education staff.
- Uses positive and constructive methods of child and staff guidance, while ensuring that all staff does the same.

- Ensures the development, maintenance, and quality of the program, consistent with the YMCA mission and philosophy - including daily schedules of staff, curriculum, supervision, staff meetings, professional development, parent meetings, and special events.
- Ensures all necessary personnel, payroll, file maintenance, and EEC paperwork is current, including documents related to QRIS and other state or YMCA initiatives.
- Maintains accurate attendance, children's files, evaluations, and proper reporting to parents and regulatory agencies.
- Manages transportation for participants
- Works with the Business Manager / Bookkeeper to ensure up-to-date accounts among families in accordance with EEC and YMCA policies as needed.
- Performs other duties as requested by supervisor or Child Development Leadership Team.
- Translate EEC state regulations into daily practices

Physical Demands:
While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to sit (at times on the floor with children) and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

Effect on End Results:
Effectiveness is measured by -
- A warm, engaging environment for children, staff and families which meet quality standards and EEC licensing requirements.
- A developmentally sound program for children which provides positive channels to grow, learn and develop to their full potential.
- A program which meets the community needs, in a manner consistent with the YMCA mission.

YMCA Competencies (*Team Leader):*
Mission Advancement: Accepts and demonstrates the Y's values; Shows a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them; Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions; Builds rapport and relates well to others; Seeks first to understand the other person's point of view, and remains calm in challenging situations; Listens for understanding and meaning; speaks and writes effectively; Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another; Embraces new approaches and discovers ideas to create a better member experience; Establishes goals, clarifies tasks, plans work and actively participates in meetings; Follows

budgeting policies and procedures, and reports all financial irregularities immediately; Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process; Accurately assesses personal feelings, strengths and limitations and how they impact relationships; Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Requirements

Qualifications:

- Bachelor's Degree in Education, or related field preferred
- Site Director qualified by Department of Early Education and Care (EEC) regulations
- Must be motivated, energetic, punctual, responsible, and exhibit a positive attitude to be an excellent role model for children and staff members
- Ability to lead, teach, and interact with parents, staff, teachers, children, and the school community
- Full commitment to the mission/philosophy of the YMCA Program
- Knowledge of and ability to facilitate Early Education & Care (EEC) regulations
- Excitement and positive attitude toward working with children
- Dedication to the pursuit of education (for self and students)