



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB TITLE: SITE DIRECTOR
DEPARTMENT: YOUTH DEVELOPMENT
REPORTS TO: MULTI-SITE COORDINATOR
LOCATION: STAYON BRANCH
STATUS: PART TIME, NON-EXEMPT
PAY RATE: 16.50

Position Summary:

The Site Director is responsible for ensuring adherence to all Early Learning Division [ELD] rules and regulations. To follow the planned curriculum as well as the direction of the Multi-Site Coordinator. To implement provided curriculum according to the weekly schedule along with planned weekly activities in art, stem, and humanities. To supervise groups of school age children and ensure all children's individual needs are met with dignity and respect as well as their safety by following YMCA and ELD policies and procedures. To model, practice and carry out the Y core values of Caring, Honesty, Respect and Responsibility.

Entry Requirements

- At least 18 years of age
- Obtain hands-on Pediatric First Aid & CPR Certification
- Food Handler's Card
- And one of the following:
 - A. Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in any child education or development program.
 - OR**
 - B. A one-year state or nationally recognized credential for school-age children.
 - OR**
 - C. At least one year of qualifying teaching experience, with at least one year as a teacher, in a Certified Child Care Center or comparable group care program, in the care of school-age children
 - OR**
 - D. Completion of 10 credits (semester system) or 15 credits (quarter system) of training at a college or university in any child education or development program. **AND** at least six months of qualifying teaching experience in a Certified Child Care Center or comparable group care program, in the care of school-age children.

Physical/Mental Requirements

- Must be physically capable of observing and listening for stressful situations at all times.
- Must be physically capable of lifting 40 pounds.
- Must be able to quickly reach a person and/or situation to prevent harm.

Essential Functions

CURRICULUM PLANNING:

- Plan and implement age-appropriate curriculum and activities.
- Provide activities that include exposure to arts, individual projects, physical activities, and opportunities to learn about life experiences
- Initiate activities and experiences that focus on all areas of development with consideration given to each child's individual needs.
- Must help direct and train site Teachers and Aides.



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HEALTH AND SAFETY:

- Must know where all children enrolled in the program are at all times.
- Indoor and outdoor space is monitored daily for health and safety concerns.
- Any health and safety concerns are to be reported immediately.
- Children are in your line-of-sight, and you always have proximity control. Anticipate where you need to be and what you need to do to prevent problem situations.
- Follow all YMCA Safety protocols.
- Maintain proper ratios.
- Site Director is responsible for ensuring health and safety of all participants and staff.

BEHAVIOR MANAGEMENT:

- Must understand the difference between discipline and punishment.
- Establish supportive relationships with children and implement developmentally appropriate techniques of behavior and group management.
- Use positive verbal and non-verbal communication with children to build trusting and stable relationships.
- Set and consistently communicate limits for acceptable behavior with logical, relevant and immediate consequences.
- Ensure staff are knowledgeable on YMCA discipline policies.
- Manage and address behavioral concerns with participants and families. In partnership with the Multi-Site Coordinator and or the Director.