



Oswego YMCA

Job Description

Job Title: School Age Childcare Director
FLSA: Non-exempt Hourly
SACC Sites: Fitzhugh/Mexico/Leighton/YMCA
Pay Rate: \$18 - \$19 per hour

Reports To: Executive Director
Branch: Oswego YMCA
Shift: 40hrs wk.

General Functions:

Under the direction of the Executive Director, the School Age Childcare Director will plan, organize, and lead a comprehensive thematic-based enrichment program for children who attend before and after school programs. In addition to program management, the incumbent is responsible for the day-to-day operations in the areas of staff supervision, administration, collaborative relationships, fiscal management and membership growth and retention.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

- Manages, directs, and implements dynamic before and after school programs and Summer Day Camp.
- Provides leadership for staff and ensures adequate coverage for all activities. This includes the sharing of duties and responsibilities as well as offering both positive and constructive feedback. Ensures staff is orientated on program standards, values, and goals.
- Observe and follow the School Age Childcare program guidelines as well as the regulations set by the NYS Office of Children and Family Services, as well as DOH guidelines for summer programming.
- Compiles program statistics, monitors and evaluates the effectiveness of programs.
- Ensures a safe, healthy, moral, and fun environment for all children.
- Must work/be available during program hours, including 6:45am-9:00am, 2:45pm-6:00pm and Vacation Days.
- Acts as a positive role model for the children in the program; this includes actions, speech, and attire of all staff.
- Fosters an environment, which includes the four YMCA character development values of respect, responsibility, caring, honesty, and inclusiveness.
- Completes accident reports for all injuries or illnesses requiring first aid and turns the report into the Executive Director within two days of the incident. Discusses incidents with parents and obtain a parent signature on the form.
- Maintains records related to the program to include, Department of Social Services attendance forms, daily and monthly attendance records, ensure all parents are signing in and out.
- Conduct and maintain records of monthly fire drills as required by DSS.
- Purchase all program purchases to include supplies for activities and daily snack.
- Responsible for petty cash allotment and receipts of items purchased for the program. Follow all cash handling procedures.
- Develops a yearly budget with program enrollment expectations or expansion of sites for each fiscal year.
- Maintains a positive, open relationship with all staff, parents, program participants, school administration and support staff and the community. Identifies and resolves problems to ensure programs are meeting goals of the program. Unresolved issues should be reported to the Executive Director.
- Attends all staff meetings and training programs.
- Follows all YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- Other duties as assigned by the Executive Director.



Oswego YMCA

Experience and Education:

- Bachelor's degree in early childhood development, Elementary Education, Recreation, or related field **OR** CDA with equivalent experience, **OR** two years of college with 18 credits in Child Development, Elementary Education, Physical Education, Recreation or a related field.
- Minimum two years direct experience working with children under the age of 13.
- Minimum one year experience in management of childcare programs, supervision of staff and budget management.
- Knowledge of childcare and camp licensing requirements.

Qualifications:

- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Demonstrates leadership skills in an outgoing, friendly, assertive, profession and mature manner.
- Demonstrates a passion for high standards and believes in the YMCA mission.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety training prior to initial assignment to position.
- Must hold CPR, AED, First Aid certifications and successfully complete no later than 30-days after employment begins.
- Must attend and complete YMCA Child Abuse Prevention within the first 60-days of employment.
- Any other trainings or certifications needed by OCFS (school year programming) and DOH (Summer programming)

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch, or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment.

Acceptance and Acknowledgement sign off:

This position description is not a contract. The Oswego YMCA reserves the right to change this position description as necessary. The employee is expected to adhere to all association policies and to act as a role model in the adherence to association policies.

I have read and understand the position description, expected work schedule and rate of compensation and I accept this position.

Incumbent Signature

Date

Supervisor's Signature

Date