

**YMCA OF THE GREATER TRI-VALLEY  
JOB DESCRIPTION**

**Job Title:** School Age Child Care (SACC) Site Director

**Department:** School Age Childcare

**Reports to:** SACC Program Coordinator or Program Director

**Summary: (10 month Part-time Position - follows the calendar school year)**

Provides excellent member service by assisting the School Age Child Care site toward its primary objective of putting Christian principles into practice through programs that build a healthy spirit, mind, and body for all, by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Create an environment of interest, confidence, and support, within which the children can grow.
- Establish positive relationships with parents, children, school personnel and other staff members. Be a positive role model.
- Plan and implement quality program curriculum and lesson plans of the daily program, including arts and crafts, active games, and snack and that curriculum as prepared by the Curriculum Director.
- Oversee supervision of children and staff. Maintain that children are never left alone. Make sure all children are watched at all times.
- Perform monthly site inspections and ensure that state regulations are being met.
- Maintain housekeeping at each site.
- Oversee positive reinforcement and disciplinary needs of children.
- Maintain a physically and mentally safe environment for the children.
- Actively support and participate in YMCA functions as notified by the SACC Director including but not limited to Essay Presentations and Healthy Kids Day Events.
- Attend all required staff meetings and give input on programming issues.
- Attend all required trainings.
- Oversee record-keeping including daily attendance, monthly supply requests, DSS paperwork, newsletter information, lesson plans, breakfast and snack attendance.
- Perform at least three drills monthly.
- Follow and enforce Association and SACC policies.
- Maintain required amount of children as needed to maintain budget.
- Create publicity and promotions for the YMCA and site.
- Responsible to maintain all site and YMCA regulations.
- Attend YMCA programs for snow days and other school holidays/vacation days/days off as needed by the YMCA.
- Substitute at other YMCA SACC sites as required by the Program Director.
- Perform annual reviews on Site Assistants.
- Actively pursue training and learning opportunities and certifications relating to the position. Maintain current certifications required by the position.

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## **Staff Supervision Responsibilities**

Directly supervises one to two employees at the SACC site. Carries out supervisory responsibilities in accordance with the Association policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Minimum Education and/or Equivalent Experience**

Associates Degree in child related field or 18 credit hours in child related field with two years experience working with children under 13 years of age or a child development associate credential with two years experience working with children under 13 years of age, and one year supervising adults in child care setting.

## **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

## **Reasoning Ability**

Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Certificates, Licenses, Registrations**

- Negative Mantoux TB Test Results (initial within six months prior to date of hire, then good for two years)
- Physical examination with acceptable results required to begin work
- New York State Child Abuse Registry Clearance
- Fingerprint Clearance

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- CPR/First Aid
- Child Abuses Prevention

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

**Employee Statement:** I have read and understand the above job description. I understand that I must follow all the policies and standards put forth to me in this job description, the Employee Handbook, and any other departmental or association policies. I certify that I have shown proof of required certifications and will maintain current certifications as listed above.

Employee Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date agreement reached: \_\_\_\_\_