



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: **School Age Childcare Director**
FLSA Status: Exempt
Type: Full-Time
Reports to: Amy Peterson-Foss
Pay: \$50,000 Salary

POSITION SUMMARY:

The School-Age Childcare Director will lead and aid in the design, development, planning and successful delivery of our youth school-age childcare and family programs for the YMCA of the Chippewa Valley. This position will be based out of the YMCA Sports Center location. Responsible for modeling our four core values: Caring, Honesty, Respect, and Responsibility.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions.
2. Recruits, hires, trains, develops, and directs personnel and especially volunteers as needed. Reviews and evaluates staff and volunteer performance and job descriptions for employees and volunteers. Develops strategies to motivate staff and volunteers while achieving goals. Facilitates communication and provides leadership to all employees and volunteers. Responds to all member, volunteer and staff inquiries and complaints in a timely manner and works to resolve problems to ensure member, volunteer and staff satisfaction and promote customer service.
3. Develops, implements, and manages operating plans to promote program growth. Manages, directs, and coordinates programs. Ensures high-quality family and youth programs and establishes new program activities. Fosters a climate of innovation.
4. Administers and manages budget for the Youth & Family Childcare Programs including but not limited to: Before and After School, Summer Camp, School's Out, Parents' Night Out.
5. Assists in marketing and distribution of program information and materials. Expands program awareness within the community in accordance with strategic and operation plans. Develops and maintains working relationships with organizations and agencies related to assigned programs within the community.
6. Maintains accurate records. Ensures program operates within the budget and that program fees are collected.
7. Ensures YMCA program standards are met and safety procedures are followed while making revisions for department policies, plans, and procedures.
8. Supports special events and activities.
9. Develops and nurtures collaborations with other organizations in order to strengthen programs, increase efficiency, enrich the value of each organization, and share in various infrastructure and administrative expenses.
10. Perform all other duties as assigned.



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YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

QUALIFICATIONS:

1. 4-year degree preferred.
2. At least 1-year relevant experience or equivalent combination of education and experience is required.
3. Must provide attention to family, youth, and enrichment programming and special events or initiatives; supporting all management systems in place according to YMCA standards. Must ensure that all daily procedures and tasks are carried out to deliver planned programs and services to all YMCA members.
4. Must demonstrate an ability to communicate effectively and articulate and enforce Y policies in a positive manner. Must be accessible and responsive to the needs and concerns of management, employees, volunteers and members. Furthermore, must exhibit strong customer service, listening, and problem solving skills.
5. Must keep current in field by reading published industry specific information and attending continuing education classes and seminars when feasible (Y Leadership Courses, Continuing Education Courses).
6. Must be able to complete CPR, AED and First Aid certification and Blood Borne Pathogens training within 30 days of employment.



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WORK ENVIRONMENT:

This position will spend the majority of working hours at the Sports Center, but travel to SACC sites, other facilities, and stores for supplies will be required. Some of the working hours will be in an office setting, others will be in various areas of the Centers.

PHYSICAL DEMANDS:

Physical Activity / Working Conditions (Identify the frequency with which each function is performed)													
N - Not Performed		O - Occasionally 1-33%				F - Frequently 34-66%			C - Continuously 67-100%				
Function		N	O	F	C	Function				N	O	F	C
Sit				X		Squat/Crouch						X	
Stand					X	Climb Stairs					X		
Walk					X	Life/Carry over 50 lbs.					X		
Run			X			Push over 50 lbs.					X		
Kneel			X			Reach over head						X	
Bend/Stoop				X		Keyboard/Typing							X
Operate Machinery			X			Look at a computer screen							X
Lift/Carry 1 – 10 lb.					X	Exposure to Gas/Fumes					X		
Lift/Carry 10 – 20 lb.				X		Exposure to Dust					X		
Lift/Carry 20 – 30 lb.				X		Work with Chemicals					X		
Lift/Carry 30 – 40 lb.			X										
Lift/Carry 40 – 50 lb.			X										

CUSTOMER SERVICE STATEMENT: Our number one goal is to provide outstanding customer service. Every YMCA employee is expected to be: a good listener, knowledgeable, friendly, professional, helpful, and willing to go the extra mile. We demonstrate the values of caring, honesty, respect, and responsibility as role models in the YMCA and the community at large.

AFFIRMATIVE ACTION POLICY STATEMENT:

The YMCA of the Chippewa Valley is committed to providing equal employment opportunity to all persons in all terms, conditions, and privileges of employment. The YMCA does not discriminate in employment based on race, creed, religion, sex, color, sexual orientation, national origin or ancestry, age, disability, marital status, arrest and conviction record, or any other characteristic or classification protected by federal, state or local law.

DISCLAIMER:

I have read and understand the above Position Description. I agree to fulfill all requirements necessary for the performance of all job segments described. I acknowledge that I am able to perform all essential functions without special assistance. I understand that duties, responsibilities, and activities may change and/or new ones may be assigned at any time with little or no notice.

To apply, please submit application and references to Amy Peterson-Foss at afoss@ymca-cv.org. Applications will be accepted through February 21st with interviews starting immediately.