



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

**Job Title: Program Director School Age
Afterschool Programs and Camps**

Reports to: Child Care Manager

Supervisory: Yes

FLSA Status: Non-exempt

Revision Date: February 2024

Pay Range: \$18.40 to \$26.45 (senior level)

Primary Function/Department: Child Care & Camps

POSITION SUMMARY:

The School Age Program Director will oversee the management, coordination, and implementation of school-based Afterschool, Holiday, and Summer Day Camp Programs, including Power Scholars Academy. Upholding the YMCA Mission Statement, Philosophy, Code of Conduct, and Four Core Values. The major emphasis is on program excellence and providing a quality, enriching, and safe school-age experience for all participants.

QUALIFICATIONS:

- Ability to manage groups of children using positive modeling and guidance techniques.
- Ability to provide staff and participants an equally excellent experience regardless of color, religion, national origin, sex, disability, age, or any other status protected by law.
- Minimum of AA degree with major emphasis in Early Childhood Education (ECE) or Child Development (CD) which must include 15 units ECE/CD, plus at least 2 years relevant experience; or HS diploma plus paraprofessional (or equivalent units) with 15 units of ECE/CD, plus at least 4 years relevant experience.
- Minimum of 2 years supervisory experience.
- Proficient use of Microsoft Suite including Microsoft, Excel, and more. Must have ability to learn new YMCA programs such as Daxko.
- Proof of 15 hours of Health and Safety training.
- Clear criminal DOJ, FBI background results, and Child Abuse Index. Cleared by CA Community Care Licensing.
- Proof of negative TB test and Health Screen within 7 days of hire.
- Proof of required immunizations (TDap, MMR), flu vaccine/declination within 30 days of hire.
- Proof of CPR and First Aid (EMSA Approved) certification within 90 days of hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. The Program Director plans, organizes, and implements the daily Afterschool Program and Camps. Provides supervision, positive guidance, and classroom management.
2. Responsible for supervision, management, budgeting, purchasing, planning, implementation, and coordination of school-based After-school program, Holiday, and Summer Day Camp Programs, including Power Scholars Academy.
3. Responsible for employee recruitment, hiring, training, evaluating and counseling. Responsible for staff communications and regular meetings. Monitors and approves staff hours (sick, vacation, and leave of absence)
4. Program director conducts program evaluations and staff evaluations in partnership with the childcare manager.
5. Abides by all YMCA Child Care Department Policies and Procedures, State of California Title 22 Regulations, and School Site rules.
6. Works closely with the Child Care Manager and other program directors to develop and grow programs as needed.



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7. Recruit participants through marketing, word of mouth, social media, special events, newsletters, flyers, etc.
8. Communicates regularly with families on program happenings and overall Y happenings. Maintain open communications with parents; keep them informed of programs, schedules, and events.
9. Collaborates, plan, and coordinate with school administration.
10. Collaborates, plan, and coordinate as a YMCA Child Care team.
11. Responsible for Licensing Forms/Reports compliance.
12. Responsible for school, district and parent billing using proprietary software.
13. Responsible for program budget, including developing a yearly budget, tracking and processing expenditures, and adjusting for variances.
14. Maintains and expand knowledge and skills related to child care program planning.
15. Cultivates and maintain a positive working relationship with co-workers, Y management, parents, and school administrators.
16. Creates and maintains a well-organized, clean, safe, and attractive learning environment. Ensure cleanliness and maintenance of your assigned classroom or work area in conjunction with the school maintenance department and Y personnel.
17. Maintain all records, including attendance rosters, payments, children files, staff files, and licensing forms.
18. Plan, organize, and maintain inventory of equipment and supplies. Place orders in a timely manner.
19. Attend appropriate child care, departmental, and Y meetings and/or trainings.
20. Accepts and participates in YMCA annual fundraising campaign to help local families afford childcare.
21. Other duties as assigned.

PHYSICAL DEMANDS:

Constant walking, standing, and occasional sitting. Occasional lifting of moderately heavy objects. Constant seeing to supervise children and read a variety of materials. Constant hearing and speaking to exchange information. Constant dexterity of hands and fingers to hold, carry, and grasp items.

YMCA COMPETENCIES (LEADER):

- **Mission and Community Oriented:** Accept and demonstrate YMCA values. Work effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrate a desire to serve others and fulfill community needs. Recruit volunteers and build effective, supportive working relationships with them.
- **People Oriented:** Seek to understand the other person's point of view, and remain calm in challenging situations. Build rapport and relate well to others. Listen for understanding and meaning; speak and write effectively. Take initiative to assist in developing others.
- **Results Oriented:** Strive to meet or exceed goals and deliver a high-value experience for members. Embrace new approaches and discover ideas to create a better member experience. Make sound judgments, and transfer learning from one situation to another. Establish goals, clarify tasks, plan work, and actively participate in meetings. Support fundraising. Follow budgeting policies and procedures, and report all financial irregularities immediately.
- **Personal Development Oriented:** Accurately assess personal feelings, strengths, and limitations and how they impact relationships. Pursue self-development that enhances job performance. Demonstrate an openness to change, and seek opportunities in the change process.

Please submit resume and cover letter to hvela@sfymca.org