



Clallam County Family YMCA Job Description

Title: Y's Kids Site Director

Reports To: Child Care Director

GENERAL FUNCTION: The Y's Kids Site Director is responsible for the overall management and supervision of a Y's Kids After School Site with up to the licensed maximum of school-age children. The Site Director is responsible for the coordination; planning, supervision, purchasing snack items and organization of a safe and quality child care program. Site Director should have full understanding of state-licensing requirements.

ENTRY REQUIREMENTS

- Be 21 years of age or older
- Have knowledge of school-age children as evidenced by professional references, education, experience, and on-the-job performance.
- Have 30 or more credit hours in Early Childhood Education, Elementary Education, Recreation, Physical Education, Education or Social Services.
- Have two or more years successful experience working with school-age children.
- Have planning, coordination, and supervisory skills to implant a high quality, developmentally appropriate program.
- Be of good moral character.
- Pass the Washington DEL & Washington State Patrol Background Checks.
- Test negative for TB (Tuberculosis)
- Take or show proof of current C.P.R. and First Aid Certification that meets WISHA standards for Blood-borne Pathogens.
- Enroll in the S.T.A.R.S program (Washington State Training and Registry System) (Unless qualifications/credits do not require it.)

PRINCIPAL ACTIVITIES

- Plan, supervise, and implement an age-appropriate program.
- Effectively communicate with parents including newsletter, activity/snack calendars and discussions.
- Keep accurate documentation of attendance, absentees and emergency information on each child.
- Establish emergency procedures appropriate to the site and in conformity with DEL regulations.
- Maintain up-to-date records on all children enrolled.
- Maintain ordered arrangement, appearance, décor, cleanliness and learning environment of the site.
- Plan and coordinate activities that fit the children's needs and interests.
- Work with staff to produce a monthly activity/snack calendar, to be turned in one week prior to the first of each month to the Child Care Director.
- Attend Site Director and Staff Meetings once a month.
- Purchase snack supplies and site supplies weekly, keeping within budgetary constraints.
- Participate in staff recruitment, management, development and evaluations.

