



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## FAMILY YMCA BLACKHAWK COUNTY POSITION ANNOUNCEMENT

Job Title: **After School Gap Program Site Lead**

FLSA Status: Non-Exempt

Reports Directly to: Assistant Director of Youth Development Programs

Leadership Level: Leader

Function(s)/Department(s): Youth Programming

**Pay Range: \$11.00-\$12.00/hr**

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Achievement Gap Afterschool Program provides afterschool academic enrichment for children who are falling behind in school or may be at risk of widen achievement gaps due to social economic status. In collaboration with the local school district and other community partners, our After School GAP Program Site Lead intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing while implementing high quality YMCA after school youth program(s). This position is perfect for those interested in building experience working with youth (i.e. education and youth services majors) and general leadership skills. Site Lead professionals assist with providing quality experiences for youth that focus on the core values: honesty, respect, responsibility, and caring of the YMCA. This position is also perfect for individuals with a passion for working with and mentoring at risk children and youth.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

- Oversee the operations of After School GAP Program at school site, including program creation, promotion, planning, and delivery. Assure that the staff is fulfilling all requirements set by local, state, federal, and other standards necessary to operate a fully functional and DHS-licensed childcare program.
- Communicate and collaborate with school district team and other community partners for weekly programming, monthly parent involvement events, and semester planned field trips.
- Implement programming within the established guidelines. Nurture children through purposeful programming to build achievement, belonging and relationships.
- Supervise the children, classroom, and all activities. Follows all procedures and standards.
- Make ongoing, systematic observations and evaluations of each child.
- Cultivate positive relationships, conduct parent conferences, and maintain effective communication with parents.
- Maintains program site and equipment. Turn in supply requests as needed/pick up required supplies for site location.
- Maintains required program records. Ensures sign in/out sheets, incidents/accidents reports, and required data surveys are submitted in a timely and accurate manner.

### BLACK HAWK COUNTY YMCA

669 South Hackett Road, Waterloo, IA 50701

P 319-233-3531 W [blackhawkyymca.org](http://blackhawkyymca.org)

Facebook.com & Twitter.com "BlackHawkYMCA"



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- Maintains risk assessment and safety during field trips and program operations. Ensures program spaces are neat, orderly, and free from all safety impediments.
- Supervises onsite program assistants with implementation of programming, operations, and follow through on program policy and procedure. Manages weekly meetings/communications with site team.
- Attends and participates in family nights, program activities, staff meetings, and staff training.
- Cultivate positive relationships, conduct parent conferences, and maintain effective communication with parents.
- Serve as primary liaison between parents and the YMCA.
- Must exemplify appropriate behavior and act as a role model for participants showing the core values of the YMCA: Caring, Honesty, Respect and Responsibility.
- Performs other duties assigned by site coordinator /Assistant Director of Youth Development /Senior Director of Youth Development as necessary, to assure excellent operation of the YMCA youth development programs.

#### **QUALIFICATIONS:**

- At least 19 years
- CPR/First Aid/AED, Bloodborne Pathogens certification, Mandatory Reporter/Child Abuse Prevention certifications, and other required trainings within 30/60/90 days of hire date.
- Previous experience working with children in a developmental setting preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations preferred. Ability to develop positive, authentic relationships with people from different backgrounds.

#### **LEADERSHIP COMPETENCIES:**

- Engaging Community
- Communication & Influence
- Developing Self & Others

#### **WORK ENVIRONMENT & 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.

#### **TO APPLY:**

Please submit your cover letter, resume and three references to:

DeVonne Sorel  
Senior Director of Youth Development  
Family YMCA of Black Hawk County  
669 South Hackett Road, Waterloo, IA 50701  
dsorel@blackhawkymca.org  
For questions please call: 319-233-3531

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