



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FAMILY YMCA OF BLACK HAWK COUNTY POSITION ANNOUNCEMENT

Job Title: **School-Age Care 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: \$9.50-\$11.00/hour

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. Our School-Age Care Program Site Leads intentionally foster a cause-centered culture that is welcoming, genuine, hopeful, nurturing while implementing high quality YMCA before and after school youth program(s). This position is perfect for those interested in building experience with curriculum and program management (i.e. education and youth services majors), and those who want to build leadership skills both in working with children as well as guiding and coaching staff. Site Lead professionals assist with providing quality experiences for youth that focus on the core values: honesty, respect, responsibility, and caring of the YMCA.

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:

1. Oversee the operations of before and/or after school 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.
2. Ensures program spaces are neat, orderly, and free from all safety impediments.
3. Ensures sign in/out sheets and incidents/accidents reports are submitted in a timely and accurate manner.
4. Nurture children through purposeful programming to build achievement, belonging and relationships.
5. Supervise the staff, children, classroom, and all activities. Follows all procedures and standards.
6. Make ongoing, systematic observations and evaluations of each child.
7. Cultivate positive relationships, conduct parent conferences, and maintain effective communication with parents. Serve as primary liaison between parents and the YMCA.
8. Maintain program site and equipment.
9. Maintain required program records.
10. Attend and participate in family nights, program activities, staff meetings, and staff training.
11. Must exemplify appropriate behavior and act as a role model for participants showing the core values of the YMCA: Caring, Honesty, Respect and Responsibility.
12. Perform other duties, as necessary, to assure excellent operation of the YMCA youth development programs.

LEADERSHIP COMPETENCIES:

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

QUALIFICATIONS:

- At least 19 years of age.
- CPR/First Aid/AED, Blood borne 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 required.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The employee must occasionally lift and/or move up to 10 pounds. 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 use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

TO APPLY:

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

Heidi Meier
Assistant Director of Youth Development
Family YMCA of Black Hawk County
669 South Hackett Road, Waterloo, IA 50701
hmeier@blackhawkymca.org
For questions please call: 319-233-3531

