



**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: SAC Program Director

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 Food Program and DHS-licensed child care 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 site staff, children, classroom, and all activities. Ensure all staff, youth, and families follow policies, procedures, and standards as outlined by YMCA program guidelines.
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, school site, and the YMCA. This includes but is not limited to checking site emails, site phone voice messages, weekly updates to families regarding upcoming events and need to know information/ uploading of pictures and announcements to our YMCA youth development page/group.
8. Maintain program site and equipment.
9. Maintain required program records and ensure timely submission to leadership staff.
10. Submit weekly meal count records and communicate with food service manager of food program/supply needs
11. Maintain DHS and CACFP compliances (ex. Monthly am/pm fire drills)
12. Attend and participate in family nights, program activities, staff meetings, and staff training. Support and participate in YMCA community events and fundraising efforts.
13. Must exemplify appropriate behavior and act as a role model for participants showing the core values of the YMCA: Caring, Honesty, Respect and Responsibility.
14. Perform other duties, as necessary, to assure excellent operation of the YMCA youth development programs. (ex. Submit supply request to program director for items needed for youth programming)

**LEADERSHIP COMPETENCIES:**

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

**QUALIFICATIONS:**

- At least 19 years of age.
- 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 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:

Jade Johnson  
Family YMCA of Black Hawk County  
669 South Hackett Road, Waterloo, IA 50701  
jajohnson@blackhawkymca.org  
For questions please call: 319-233-3531