



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

#### **CREATIVE COLLABORATIVE COALITION FOR CHILDCARE (C4)**

THE C4 INITIATIVE IS A REGIONAL APPROACH TO PROVIDE VIRTUAL LEARNING AND CHILDCARE DURING THE COVID PANDEMIC. THESE POSITIONS ARE IN PLACE DURING THIS PANDEMIC AND MAY OR MAY NOT EXTEND BEYOND THIS RESPONSE AND MAY CHANGE AS THE AREA SCHOOLS OR STATE CHANGES ITS ALLOWANCES FOR THIS RESPONSE.

WHILE THESE ORGANIZATIONS ARE WORKING TOGETHER TO PROVIDE THIS RESPONSE, CANDIDATES WILL INTERVIEWED AND POTENTIALLY BE HIRED BY THE INDIVIDUAL ORGANIZATIONS.

PLEASE CHECK (✓) YOUR WILLINGNESS TO WORK IN:

- AUGUSTA COUNTY (POTENTIAL SITES)
- STAUNTON (CURRENTLY RECRUITING FOR THE STAUNTON-AUGUSTA FAMILY YMCA)
- WAYNESBORO (CURRENTLY RECRUITING THE WAYNESBORO FAMILY YMCA)

**Job Title: Site Director**

**FLSA Status: Part time hourly**

**Status: P/T, approximately 24 hours a week**

**Reports to: Youth and Family Director**

**To apply: Apply on Website**

**Job Code: H-6**

**Job Grade: \$12 per hour**

**Department: Programs**

**Revision Date: 8/11/20**

#### **POSITION SUMMARY: Start Date August 24, 2020**

The Lead Teacher will provide direction for all students and implements program enrichment. They will supervise and build relationships with students. Help maintain a focused classroom environment and keeps children on task as they complete their remote learning. Provides a quality experience for children that focuses on the YMCA values of honesty, respect, responsibility and caring. The Lead Teacher also must communicate with parents and classroom assistants. Sanitation and cleaning will also be a part of the essential tasks needed to maintain the classroom.

#### **ESSENTIAL FUNCTIONS:**

- Administers the day-to-day operation of their childcare site, ensuring compliance with licensure standards.
- Responsible for the general health, safety, and presence of all children in care at all times.
- Responsible for coordinating snacks and supplies at their childcare site with the Site staff.
- Responsible for administering first aid to students and administering medication to students.
- Works with other Site Directors, and the Child Care staff to plan and develop daily program schedules and to adhere and make sure activities are being properly performed within these daily activities and schedules.
- Works with campers and staff in a high-energy, respectful, and positive manner. Is willing to step in and work with children and help with any behavior challenges in a positive and peaceful way.
- Maintains on-going communication and collaboration with Program Director, appropriate Y staff, successfully implement the program.
- Responsible for enacting the program schedule and being able to make executive decisions based on program need.
- Will attend meetings with the YMCA staff.
- Will hold weekly staff meetings with site staff.
- Provides ongoing communication with the parents/caregivers.
- Responsible for keeping accurate records i.e. time sheets, job assignment, attendance, etc.
- Develops positive working relationships with host site staff, keeping clear lines of communication open with the principal and office staff.
- Upholds and exemplifies the YMCA's Core Values and principles of Character Development.

- The site director must maintain a clean site is responsible for other duties as deemed necessary by the program director.

### **YMCA COMPETENCIES (Team Leader):**

**Mission Advancement:** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

**Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

**Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **MINIMUM QUALIFICATIONS**

- Must be 21 years of age.
- Must have a bachelors degree in a child related degree, or have 48 semester hours or seventy two hours of college credit, of which 12 semester hours or 18 quarter hours are in child-related subjects and one year of programmatic experience.
- Must have experience in leadership roles; leading adults, young adults and students in a learning environment preferred.
- Must have experience working with school aged children, preferably in a camp setting.
- Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
- Preferred CPR/First-Aid and MAT (Medication Administration Training). If not certified, will receive training through the YMCA.
- Must be a positive role model with strong leadership, conflict resolution and diplomacy skills.
- Must be capable of directing the daily administrative, program related, and supervisory responsibilities of Summer Day Camp.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

### **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.
- Sufficient strength, agility and mobility to perform essential functions of position and to supervise program activities.

**TO APPLY:** Please apply on the C4 Website.

**ALL HIRING IS CONTINGENT ON REFERENCE CHECKS AND CRIMINAL AND SEXUAL OFFENSE BACKGROUND CHECKS.**