



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HASTINGS FAMILY YMCA JOB DESCRIPTION

Job Title: **Adams Central Enrichment Program Director**

Status: Part - Time

Reports to: Tabbie Metcalf, Childcare Director

Department: Childcare

Revision Date: October 2018

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direct supervision of a group of children in a season. Creates positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall experience.

ESSENTIAL FUNCTIONS:

1. Supervises a group of children.
2. Supervises and oversees all staffing needs.
3. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
4. Adheres to program standards including safety and cleanliness, and state standards.
5. Coordinates and attends staff meetings and trainings.
6. Provides orientation for new staff.
7. Develops and implements all policies and procedures according to state regulations
8. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
9. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

QUALIFICATIONS:

1. MUST meet one of the following requirements:
 - a. Hold a bachelor’s degree from an accredited college or university in early childhood education, education or child/youth development
 - b. A bachelor’s degree of at least 6 credit hours in early childhood education, education or child/youth development
 - c. Have an associate degree in early childhood education, education or child/youth development
 - d. Have a Child Development Associate Credential.
 - e. Successfully completed 6 credit hours or 36 clock hours of Department approved training, business courses included, if not to exceed one-half of the hour requirements
 - f. Have a high school diploma or GED and 3000 clock hours of verifiable experience in organized group activities for school-age children as indicated by a positive reference from a former employer or supervisor.
2. Prefer previous experience working with children, but not required.
3. Experience preferred, but not required in one or more of the following areas: outdoor activities, creative arts, songs/music, skits, sports, aquatics, recreational games, etc...
4. At least 19 years of age (The age minimum may be higher depending on state law and YMCA policies.)
5. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.
6. Previous experience with diverse populations preferred, but not required.

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.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____