



FOR YOUTH DEVELOPMENT<sup>®</sup>  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SITE DIRECTOR

Job Title: **Site Director**  
FLSA Status: Non-Exempt  
Reports to: Childcare Development Director

Job Code: (unique to Y)  
Job Grade: (unique to Y)  
Revision Date:

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### POSITION SUMMARY:

Develops, organizes and implements high quality YMCA child care program site(s).

### QUALIFICATIONS:

1. Associate of Arts degree in related field **OR** one to two years related experience preferred, as a coordinator or supervisor of child care programs.
2. Minimum age requirements may apply; for example, minimum age of 21.
3. Requirements within 30 days of hire include completion of: Licensing Site Director Training; Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Blood borne Pathogens.
4. Fulfillment of state-specific hiring standards: 12 units from any of the following disciplines: Early Childhood Education, Child Development, Psychology, Sociology, Art, Music or Sports.
5. Complete Administration to Child Care and the Health, Safety and Nutrition classes from a qualified college within 6 months.
6. Completion of YMCA program specific certifications (list).
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
8. YMCA Team Leader Certification preferred.

### ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates the school age child care programs for assigned location(s). Ensures high quality programs and establishes new program activities. Expands program within the community in accordance with strategic and operating plans.
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed at site. Reviews and evaluates staff performance. Develops strategies to motivate staff and **achieve** goals.
3. Assist the Child Development Director in Developing, managing and controls budgets related to the position. Ensures program operates within budget and that program fees are collected.
4. Assures compliance with state and local regulations as they relate to program areas. Ensures that YMCA program standards are met and safety procedures followed.
5. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
6. Develops and maintains relationships with state child care licensing agency, school administration, parent groups and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner.
7. Maintains proper records/department files.
8. Organizes special events for parents. Assists in YMCA fund raising activities.
9. Assists in the marketing and distribution of program information.
10. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program

11. Assist in the purchase and distribution of supplies for all child care sites.

**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.

**PHYSICAL DEMANDS**

Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.

I have read and understand the responsibilities listed above. By my signature below, I verify that I have the qualifications for the job and am able to perform these functions.

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Employee's Signature

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Date

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Supervisor's Signature

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Date