



## YMCA of Dodge County

Position Title: School Age Child Care & Summer Camp Director; Full Time-Exempt

Reports To: Associate Executive Director

Salary: \$58,656-65,000

Status: Full Time; Exempt; 40 hours/week

### **General Function**

Under the supervision of the Associate Executive Director, the School Age Child Care & Summer Camp Director will program, manage, and implement all School Age Child Care Program locations and Summer Day Camp. Along with providing supervision and leadership to all staff and volunteers, this position includes the planning, developing, administrating, expanding and evaluating all before and after school sites and Summer Day Camp.

### **Skill and Qualifications**

- \* Self-motivated and highly organized individual with strong management/leadership ability, particularly in the areas of supervision, administration, budgeting, interpersonal relations, recruitment and training.
- \* Expertise in program development, promotion and public relations. The ability to communicate effectively in large group settings is essential.
- \* Must have 2 years' experience in child care or education field.
- \* A 2-year college degree in Early Childhood Education or related field required; must have Registry level of 12 or higher; 4-year college degree is preferred.
- \* If college degree is not in Early Childhood Education, 12 college credit hours must be in early education field. College transcripts must be provided. If college degree is not in Early Childhood Education, must be able to start a Child Development Associate Credential (CDA) within 1 year of hire or equivalent as determined by the YMCA.
- \* Possess current First Aid, CPR for the Professional Rescuer, AED Training, or the ability to attain within 30 days of hire.
- \* Required to have experience in organizing, conducting, supervising, and evaluating performance of assigned programs and staff.
- \* Good verbal and written skills are required.
- \* Must hold a valid driver's license, insurable driver's record according to the YMCA's insurance carriers, and have reliable transportation to travel for business meetings, training events, YMCA site visits, vendors, and suppliers, etc.

## **Principle Activities**

- \* Plans, develops, and executes programming and scheduling for the YMCA Y Kids Before & After School Programs and Summer Day Camp.
- \* Ensures high quality programs through innovative program development and on-going program evaluation and training of staff.
- \* Administers the program in accordance with Wisconsin Department of Children and Families (WDCF) guidelines.
- \* Identifies other program opportunities they may benefit the YMCA.
- \* Develops and manages the budgets related to Y Kids and summer day camp.
- \* Ensures program standards are met and safety procedures are followed.
- \* Identifies and pursues sources of funding for program development and operation.
- \* Ensure registration and billing is accurate and up to date for program participants.
- \* Provide program data, reports and statistics as required for assigned programs and state licensing.
- \* Conduct regular staff meetings to inform, educate and enhance programs.
- \* Maintain accurate personnel files to document employee performance.
- \* Participates in special events throughout the year as needed.
- \* Other duties as assigned by the Associate Executive Director.

## **Effect on End Results**

- \* There is evidence of good administrative skills resulting in a competent rating as determined through performance reviews.
- \* Annual budget is met or surpassed.
- \* Annual Y Kids and Summer Day Camp department goals and objectives are met.
- \* Customer satisfaction is rated high as determined by statistical survey data and program evaluations.
- \* Staff is well trained and knowledgeable in YMCA operation, program and services.
- \* The School Age Child Care department exemplifies character development and instills values into its core classes.
- \* Quality programs are a result, and day-to-day safety standards are met and are a priority.
- \* Licensing and Youngstar guidelines are met.