

Waynesboro Area YMCA

We are looking for a dynamic youth development leader to lead our school aged care programs and summer day camp in Waynesboro, PA.

Job Description

The School-Age Child Care Director will develop, organize, and implement high-quality YMCA School Age program(s) including Before and After School Programming and Summer Day Camps. This position supports the work of the YMCA, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Our focus is youth development - ensuring all kids in our community have the opportunity to reach their full potential. We are looking for a responsible leader that is excited by the prospect of developing and leading the operations of our licensed childcare programs.

Qualifications

- Minimum age of 21.
- Bachelor's degree in education, human services, related field preferred.
- One to two years supervisory or leadership experience preferred, overseeing multiple sites is a plus.
- Experience and knowledge of licensed and unlicensed youth development programming requirements.
- Ability to communicate effectively, both written and verbally.
- Demonstrated skills with child behavior management and child abuse prevention practices.
- Ability to respond to safety and emergency situations.
- Typical requirements within 30 days of hire include completion of Child Abuse Prevention; CPR; First Aid; AED; Bloodborne Pathogens; TB Test (upon hire).
- Fulfillment of state-specific hiring standards and completion of YMCA program-specific certifications.

Essential Functions

- Manages, directs, and coordinates the school-age programs for five licensed locations. Ensures high-quality programs designed to provide a safe and enriching experience.
- Plans, oversees and facilitates a summer day camp program geared towards first through fifth grade.
- Recruits, hires, trains, develops, schedules, and directs personnel and volunteers as needed. Reviews and evaluates staff performance.
- Develops strategies to motivate staff and achieve goals.

- Develops, manages, and controls budgets related to the department. Ensures program operates within budget and that program fees are collected. Supports and budgets for healthy eating through coaching, mentoring, and monitoring menu quality.
- Assures compliance with state and local regulations as they relate to program areas.
- Ensures that YMCA program standards are met and safety procedures followed.
- Ensures staff and children follow safety policies and procedures. Ensures Child Abuse Prevention policies are followed. Reports any safety violations immediately through YMCA reporting protocols.
- Develops and maintains relationships with state childcare 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.
- Maintains proper records/department files.
- Responds to parent concerns in a timely manner.
- Participates in community meetings relating to school-age/childcare.
- Assists in the marketing and distribution of program information.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.