



## Childcare – Afterschool Site Director

Hours: 2:30 PM – 6:30 PM Monday-Friday

**LOVE YOUR JOB. SHAPE OUR FUTURE.**

Kids are our Cause and serving the families of our communities is the passion of YMCA Childcare. As a member of our team, you will find no shortage of talented, passionate people ready to help you grow and succeed — all the while building a brighter future for children, families, and communities.

## WE ARE...

### Mission-Led

Our mission at YMCA is to put programs into practice that build a healthy body, mind, spirit for all. We strive to inspire a child's total wellness and give parents peace of mind. We know that we can only achieve this mission by recruiting, supporting, and retaining talented staff and equipping them with the tools they need to serve our students and grow professionally. We seek to hire individuals who desire to influence children and those that will uphold our values and represent our inclusive, cause-driven organization.

### Innovation-Driven

We don't rest on past success. Our role as YMCA Leaders is to continually seek new ways to serve our students, parents, and communities! We all are responsible to improve our current offerings and identify new programs and services to meet the ever-changing needs of our families. We look for individuals who possess a willingness to learn, have proven leadership skill and organizational skills, and those that have the ability to multi-task and problem solve. We desire our team members to have an imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, integrity, and ingenuity.

## Locally-Inspired

Our locally-hired staff become part of their local YMCA and are encouraged to be active in YMCA and community led events to better understand community needs. Additionally, our local full time leadership team of over 40 staff ensures that the standards we set we abide by and continue to revamp to grow.

## Safety-Obsessed

Safety is our NUMBER ONE priority for our team members and our children. For this reason, we invest in your certification in: First Aid and CPR, Child Abuse Awareness, Various Childcare Trainings required for licensed childcare operations, COVID-19 Safety regulations, Diversity and Inclusion Trainings, and other YMCA Professional Development Training Opportunities.

A YMCA Afterschool Site Director will oversee the daily operations and management of a site. The Site Director is instrumental in making sure all afterschool activities are planned and scheduled daily for enrollees, and that all Group Leaders understand their daily roles and responsibilities to ensure that campers are provided with a safe, engaging, bully-free and intentionally fun environment.

## Additional responsibilities include:

Serve as first contact for Texas Department of Family and Protective Services Licensing Representative for visits, inspections, as well as follow-up with requested information.

Report any staff or child accident/incidents or suspected child abuse injury to the Site Director as soon as possible. Will fill out appropriate report, make necessary phone calls, and follow all emergency procedures.

Attend all scheduled staff meetings, training, and any other meetings deemed necessary by the Program Director.

Assist with drills to practice site-evacuation/emergency procedures for fire, chemical spill, tornado, etc., and is capable of implementing such procedures.

Daily availability Monday – Friday from 2:30 PM – 6:30 PM

## Requirements

Must qualify for state license- Texas Department of Health and Human Services Services (this link will provide more detailed information regarding the license) [http://www.dfps.state.tx.us/documents/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/ch744\\_Programs.pdf](http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/ch744_Programs.pdf)

Minimum age: 21 years of age; Education: High School Degree/ G.E.D. or higher

At least 1-year previous experience as a member of an afterschool program or day camp program, or other recognized facility, with a Bachelor degree OR 2 years of full-time experience working in licensed childcare with at least 70 credit hours of training in child or youth development, recreational leadership or management without a Bachelor degree.

Standing and walking for long periods of time to provide proper auditory and visual supervision while walking around, and carry at least 30 pounds when needed, and be able to go from sitting to standing with ease.

Maintain a strong, positive relationship with the local YMCA personnel to ensure our community connection to that branch. As well as communicating effectively with parents and staff.

Must complete First Aid, CPR, Sexual Harassment, and Child Abuse Prevention within the first 30 days and any other training deemed necessary by supervisor.

Must have auditory and/or visual awareness of each child's ongoing activity as appropriate.

## **YMCA Childcare Perks/Benefits**

- The YMCA truly cares about its employees, is a great place to help build your resume, everyday is different, you can make an impact and enjoy many perks of working at the Y!
- NO WEEKEND WORK SCHEDULE (seasonal paid trainings will be announced two months in advance)
- FREE Y Membership/Discounts on Y programs (sports/childcare/personal training)
- Opportunity to earn Paid Time Off
- Bi-weekly pay, mileage reimbursement, paid orientations, and trainings
- Peer Mentoring opportunities
- Paid CPR certification and fingerprinting
- 403b Retirement Option
- Discounts on Y programs
- Opportunities for Professional development and childcare certifications
- Career Advancement Opportunities
- Opportunities for sign-on, retention, and referral bonuses
- Discounted YMCA gear
- Paid PPE
- Employee Referral Bonus of \$50 and up
- Seasonal Discounts for entertainment and retailers

**MAKE A DIFFERENCE. WORK AT THE Y.**