

**Job Posting
Part-Time School Aged Childcare Director**

Work schedule is Monday-Friday 6am to 9am *and* 3pm to 6pm

General Functions:

Under the direction of the Program Director, the SACC Director will plan, organize and lead a comprehensive enrichment program for children who attend the Before and After School programs at the Skaneateles YMCA.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

- Plan, organize and lead all daily SACC program activities in accordance with the policies and philosophy of the YMCA, ensuring the safety and well being of the children at all times
- Actively participates in all activities. Posts and maintains a monthly calendar of activities.
- Observes and follows the YMCA School Aged Child Care program guidelines, best practices and regulations set forth by the NYS Office of Children and Family Services.
- Acts as a positive role model for children in the program using appropriate speech, actions and attire.
- Provides a safe, healthy, moral and fun environment for all children. Treats all children with dignity and respect. Assess each child's needs and strives to meet those needs.
- Supervise behavior management of the program participants using positive techniques of guidance, redirection, reinforcement and encouragement of age appropriate expectations. Instills guidelines and environments that are safe and minimizes the need for discipline. Provides steps for appropriate progressive discipline as needed.
- Ensures a set homework time and provides help as needed.
- Ensures children are provided nutritious snacks as appropriate.
- Communicates with Program Director as needed and maintains open communication with building staff.
- Maintains a positive open relationship with staff, parents and program participants. Brings concerns to the Program Director, parents and other individuals as necessary. Maintains confidentiality.
- Maintains clear, concise records of daily attendance, expenses and participant registration forms. Participates in program audits as requested by the Program Director.
- Conducts and maintains records of monthly fire drills, weekly safety checks and other requirements as mandated by OCFS.
- Supervise site staff and conducts regular meetings to prepare program activities. Regularly evaluate staff performance through verbal feedback and yearly formal evaluation process.
- Attends scheduled monthly staff meetings/workshops/ trainings.
- Pursues professional development through continuing education. Completes at least 30 hours of continuing education training every two years as required by OCFS.
- Works as supportive staff in various YMCA programs as needed.
- Adheres to policies and procedures of the Skaneateles YMCA.

Education and Experience

Must have an Associate's degree in child development, elementary education, physical education, recreation or related field and

Two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity.

Or

Two years of college with 18 credits in the above listed areas of concentration and two years direct experience working with children under the age of 13 years including at least one year in a supervisory capacity.

The YMCA is an equal opportunity employer

Interested applicants should send their resume to jen@auburnymca.net