

## JOB DESCRIPTION

TITLE: Multi Site Director  
REPORTS TO: Program Director  
SALARY: Beginning at \$2774.00 per month depending on experience and education, plus benefits

\*Benefits include Health/Dental/Life insurance, Retirement Plan after 2 years of employment, YMCA Family Membership

EMPLOYMENT PERIOD: Full Time. Employment period includes typical school vacations (i.e., spring, winter, and summer breaks).

### GENERAL FUNCTION

Responsible for program development, delivery, administration and evaluation of a school-age childcare program, in accordance with the policies, procedures and standards established by the YMCA Program Director and the Community Care Licensing department of the State of California.

### MINIMUM REQUIREMENTS

The position requires two years experience in the childcare field with supervisory experience. A BA is preferred in ECE or Elementary Education. As mandated by the California Department of Social Services, a Director must have a minimum of 15 units of Early Childhood Education, Recreation, Elementary Education, Human Services, Social Welfare, Psychology or Sociology (3 units must be in an Early Childhood Education administration course and 3 units must be in either Early Childhood Education or Child Development). Applicable training hours may be submitted for units of education.

As per state licensing requirements, a current physical and TB test are required and must be submitted within two weeks of employ, as well as a fingerprint check. CPR and First Aid Certification required, as well as required Health & Safety Training Certificate. College transcripts must be provided. The employee is required to take a 3-hour Child Abuse Awareness training through the YMCA within the first 30 days of employment. If the employee has not met the requirements as stated above within the first 30 days, they will be suspended until they are in compliance.

### AREAS OF RESPONSIBILITY

1. Fiscal management:
  - a. Operate a fiscally responsible program through the development and monitoring of financial budgets/reports.
  - b. Be responsible for billing and fee collection.
  - c. Maintain records as required by the YMCA and licensing.
  - d. Purchase program supplies.
2. Personnel:
  - a. Supervise, schedule, train and regularly evaluate staff (teachers and aides) under the responsibility of this position.
  - b. Fill staff vacancies in conjunction with Childcare Services Director following established YMCA policies.
  - c. Conduct weekly staff meetings.
  - d. With other Site Directors: Plan and conduct in-service training for staff.
  - e. Maintain all employees licensing files and assure that they are completed.
  - f. Provide needed feedback to staff regarding performance.
3. Program Delivery:
  - a. Responsible for planning, conducting and supervising a creative and stimulating program that is age-appropriate for school-age children. Plans daily and monthly activities and provides guidance to staff in doing the same.
  - b. Plan regular scheduled special events for families of participants (i.e., Open House, Holiday Program, etc.)
  - c. Provide for health and safety of children and staff. Develop and train other staff in emergency procedures.
  - d. Develop discipline procedures and implement as needed.

