



We build  
strong kids,  
strong families,  
strong communities.

## **JOB DESCRIPTION**

**TITLE:** ASES After-School Recreation Asst. Site Director  
**LOCATION:** Cotati-Rohnert Park School District)  
**REPORTS TO:** ASES Site Director  
**SALARY:** \$11.00 - \$13.85 per hour  
**EMPLOYMENT DATES:** Program runs through the school year

### GENERAL FUNCTION

Under direction of the Site Director, the Assistant Site Director is responsible for the planning, supervision and overall facilitation of the ASES After-School recreation program for children in grades K-5th. The Site Director is responsible for program development, delivery, administration and evaluation of the ASES After-School program, in accordance with the policies, procedures and standards established by the State of California, Cotati-Rohnert Park School District, and the Sonoma County Family YMCA.

### KNOW HOW

Must have knowledge of and experience in program planning and ability to supervise others. Must have knowledge of the educational, social, and emotional needs and behaviors of at-risk children. Knowledge of child development. Must have basic computer program skills. Must have ability to problem solve. Must have ability to relate to parents, school administration and teachers as needed.

### JOB REQUIREMENTS

1. Minimum education requirement is Bachelor degree in education, psychology, child development, or related field.
2. Minimum of 1-2 years experience working in a responsible leadership position in the field of education, at-risk youth, or school age childcare.
3. Current CPR and First Aid certificates at time of employment.
4. Must attend all mandatory training sessions, including but not limited to Child Abuse Awareness, Customer Service Skills, New Employee Orientation, Listen First Workshops I&II.
5. Participate in community activities to represent the YMCA/ASES programs as needed/requested.

### KEY RESULT AREAS

1. In lieu of the Site Director, the Assistant Site Director will be responsible for all the Site Director's job responsibilities.
2. Administration and program planning; specifically the development and delivery of a well rounded academic enrichment curriculum.
3. Supervision and scheduling of staff, provide open communication with staff and instruct staff in their specific duties.
4. Assist in program registration, food bank distribution for snack and all necessary paperwork required.
5. Conduct bi-weekly staff meetings and program planning with staff.
6. Attend training sessions and staff meetings as scheduled.
7. Provide for health and safety of children and staff, know emergency procedures and school procedures.
8. Assist in purchasing and maintaining supplies for program as needed.
9. Responsible for care and maintenance of equipment and site.
10. Maintain regular open communication with immediate supervisor, parents and school administration.
11. Complete written staff evaluations prior to the end of the school year.
12. Ensure policies and procedures regarding daily student attendance, early release, etc. are followed by families in the program.

### OTHER SKILLS AND ABILITIES:

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand; run; walk; use hands to finger, handle, or feel objects, tools, or control; reach with the hands and arms; and taste or smell. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, crawl, and talk or listen.

## **Sonoma County Family YMCA**

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The employee must occasionally lift and/or move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually loud.

**EFFECT ON END RESULTS:**

This position has a primary effect on the ASES After-School Recreation Program. This position will have an effect on the safety of all staff and program participants who utilize the program. Therefore, the effectiveness of the fulfillment of this position should be measured by:

All program areas will be safe.

YMCA participants will experience a safe, nurturing, and fun environment.

Meet all academic performance standards as set by the school district and the State of California.

Daily attendance will meet or exceed 75% of total registered at each site.

Programs will meet the needs of the Cotati-Rohnert Park School District and the mission of the Sonoma County Family YMCA.

I have read and understand the above job description for the job I have been hired.

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Employee Signature

Date

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Supervisor Signature

Date

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