



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BATH AREA FAMILY YMCA JOB DESCRIPTION

Job Title: **Site Director/Group Lead**

FLSA Status: Non-Exempt

Reports to: School Age and Camp Director

Revision Date: 08/3/2021

Leadership Level: Leader

Primary Function/Department: Y Care

POSITION SUMMARY:

The person selected for this position will be under the direct supervision of the School Age & Camp Director and will be responsible for providing an appropriately safe, caring, and enriching environment for the children enrolled in Y Care. In this position you will build relationships with parents, students, Y team members, and manage/help manage sites in Brunswick, West Bath and RSU1.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
 - To meet program goals as outlined in the Childcare Policies and Procedures Manual
 - To keep confidences, loyalties, and practice professionalism
 - Be reliable and dependable
 - Work a flexible schedule to meet program staffing/planning needs.
 - Exercise mature judgment and sound decision making.
 - Communicate effectively both orally and in writing.
 - Learn, follow, and enforce local Y and national guidelines related to internal policies.
 - Provide guidance on school age topics/lessons
 - Completing other duties as assigned
- ** Essential functions may change based off staffing & program needs

LEADERSHIP COMPETENCIES:

- Relationships
- Communication
- Developing others
- Inclusion

The Y: We're for youth development, healthy living, and social responsibility.



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

QUALIFICATIONS:

Education, Training & Work Experience

- HS Diploma or General Equivalent Diploma (GED) desired, Associates preferred.
- Experience working with children of varied ages.
- A demonstrated ability to provide structure to youth and run meaningful activities & games.

Specialized Knowledge, Skills & Certifications

- Ability to respond to common inquires or complaints from participants and/or administration.
- Ability to write reports that conform to prescribed style and format.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions that deal with several abstract and concrete variables.
- CPR/First Aid certified
- Basic Water Safety
- Maine Roads to Quality
- Mandatory Reporting

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Stand; walk; sit; use hands to finger; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk to hear.
- Regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.
- Noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____