

YMCA of Metropolitan Los Angeles, North Valley Family YMCA

Position: Site Director – After School Childcare – Grant

The Afterschool Site Director is responsible for program development, safety and parent communication for the YMCA Afterschool Program. The Site Director will be responsible for maintaining licensing standards, grant funding terms & conditions, as well as managing a monthly curriculum and implementation of a quality children's program. The Site Director will relate well to both children and adults and possess the ability to provide leadership and stability for program continuity.

Hours and salary

\$20-\$22/hour, full time with benefits

Location

North Valley YMCA
Harding St School
13060 Harding St Sylmar CA 91342

MINIMUM QUALIFICATIONS

- **AGE:** Eighteen years or older
- **EDUCATION:** High School Diploma or equivalent; AA Degree in child development & 2 years' experience or BA Degree in child development & 1 year experience.
- **ECE UNITS:** 12 core semester units early childhood or development; 3 semester units in Administration or Staff Relations; Child Development Site Supervisor Permit; Program Director Permit (for grant sites)
- **RELATED EXPERIENCE:** 4 years' experience in supervised group child care center; supervisory experience (preferred)
- **SPECIALIZED SKILLS:** Strong character values, communication skills, emotional maturity
- **LICENSES & CERTIFICATIONS:** Current First Aid, Adult, Infant and Child CPR Certifications, Preventative Health Practices (PHP) required for position.
- **IMMUNIZATION AND PHYSICAL:** Current TB, influenza (limited exceptions), pertussis, and measles vaccination and physical exam.

Responsibilities

The Child Care Site Director is responsible for overall management and service delivery of the school age child care site, providing direct supervision of all staff. Responsibilities include: staff recruitment, hiring, training, supervision, and evaluation; new program and curriculum implementation, program standards of excellence, safety and risk management; annual budget development and management; Title 22 license compliance; parent involvement; community collaborations; school partnership; Provide oversight for DRDP and Food Grant program, as assigned for grant funded programs; representation in branch annual support campaign as required and other duties as assigned by Senior Program Director.

How to apply

Resumes are due June 30, 2017

Please send resumes to macjohnston@ymcala.org

