

Kosciusko Community YMCA
JOB DESCRIPTION

Kids' Club Site Director

Reporting Relationship: Coordinator of Childcare Services

FLSA Type: Non-Exempt

Mission Statement: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

GENERAL FUNCTION

The Kids Club Site Director must have a warm and supportive attitude towards children and possess strong interpersonal and communication skills to establish and maintain effective working relationships with parents, children and staff. The Site Director has analytical and organizational skills to plan and implement developmental activities for children and must be flexible in receiving assignments or adapting to changes in the programs. Must be able to handle multiple tasks at the same time and must be able to handle conflict effectively.

SPECIFIC FUNCTIONS

- ___1. Ensure the safety of the children through constant supervision , effective arrangement of space, proper maintenance of equipment, and regular fire drills and other emergency procedures.
- ___2. Establish and implement a discipline plan that allows children to become self-disciplined without the use of corporal punishment.
- ___3. Follows all school policies and procedures.
- ___4. Plan and implement activities that are developmentally appropriate and encourages children to build confidence in their own abilities and worth.
- ___5. Maintains current written records and turns in necessary reports on time.
- ___6. Contributes to the operation of Kids Club by attending staff meetings, trainings and making suggestions for improvement.
- ___7. Assists in incorporating the YMCA values into the program through modeling and various activities.

- ___8. Communicates with the Coordinator of Childcare Services and assists in the evaluations of colleagues.
- ___9. Works during school cancellations, delays and early dismissals.
- ___10. Kids club staff are permitted to bring their own children (school-aged and non-school aged) to the Kids Club site only if there is not a problem. If a problem or complaint arises, they will not be permitted to come.
- ___11. Kids Club is conducted before and after school during the school year. Additional hours may be required during school delays/early dismissals and cancellations. No summer hours are included.
- ___12. Responds to emergency situations in accordance with YMCA policies and procedures. Completes incident and accident reports as required
- ___13. All other duties as assigned.

EDUCATION/ EXPERIENCE

Must be at least 19 years of age with 2 years of college in education, recreation, or social work fields and/or 2 years experience providing care for school aged children

CERTIFICATIONS

Standard First Aid and CPR Certification

DISCLAIMER

SIGNATURES

Kids Club Site Director Date

Coordinator of Childcare Services Date

Date: 1/2005
 Revised:
 Location:

