

YMCA OF GREATER LONG BEACH
POSITION DESCRIPTION

POSITION: Site Coordinator / Site Director – Licensed Child Care / Site Director

REPORTS TO: Program Director

GENERAL FUNCTION: Perform variety duties as it relates to the planning, administration, expansion, and evaluation of the site, as well as the overall management and supervision of the site, including supervising, hiring and training staff.

GENERAL DUTIES/RESPONSIBILITIES:

1. Responsible for program development, planning and supervision in accordance with Title 22 requirements and partner agencies and YMCA standards.
2. Responsible for keeping site and program in compliance with State of California Licensing Regulations; correcting any deficiencies in the required manner, forwarding all inspection notices to supervisor.
3. Responsible for supervision of staff and children in the program, administration of records and financial management, curriculum planning and implementation and public relations.
4. Responsible for accurate counts on all children that attend as well as following up with absent children.
5. Conducts in a range of activities that promote family involvement, membership by design, and relationship by design.
6. Follow center and Association policies and procedures for health and safety and nutrition.
7. Integrate Character Development values (caring, responsibility, respect, and honesty) into curriculum and interaction with children, staff and parents and be a role model with those values.
8. Attend all staff meetings, trainings and other YMCA functions as required by Supervisor as well as organize and run volunteer programs such as PAC (program advisory committees) and fundraisers.
9. Maintain open lines of communication with staff, parents, and supervisor.
10. Perform other duties as assigned.

QUALIFICATIONS:

Education & Certifications: High school diploma or equivalent required. Some college preferred and/or pass the district test. 2+ years experience working directly with children in a structure environment. ** 15 units of ECE from an accredited institution (3 of the 15 in administration or staff relations, 12 of the 15 in general area of child growth & development or human growth and development, child family and community or child and family or program curriculum) and 4 years of teaching in licensed day care facility OR AA degree from accredited institution with a major or emphasis in ECE or CD (3 units in administration or staff relations); or other related major and 2 years of teaching in licensed day care facility OR BA from accredited institution with major or emphasis in ECE or CD (3 units in administration or staff relations) and 1 year of teaching in licensed day care facility OR Child Development Site Supervisor Permit or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing. Licensed Child Care **

Additional Requirements: Criminal Clearance: including Fingerprints & Child Abuse Index Check, Health Exam to include TB test and clearance.

Experience & Background: 2 years experience working and supervision of children. Experience with MAC and PC format computers is preferred. Bilingual with English/Spanish preferred. Current CPR and 1st Aid Certification within 3 months of employment. Previous experience supervision of staff preferred.

WORKING CONDITIONS:

Environmental Factors: Indoor and outdoor facilities (e.g. childcare and recreational sites); exposure to heat, cold, potentially hazardous chemicals, toxic materials; work on slippery or uneven surfaces. Noise level is usually moderate.

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 the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to stoop, bend, kneel, crouch, talk, hear, stand, walk, sit, and reach with hands and arms. The employee must occasionally lift, push, pull, and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
_____ Supervisor Name (Print)	_____ Supervisor Signature	_____ Date

This position description is not intended to be all inclusive. It is understood that the employee will also perform other reasonable business duties and will be responsible for implementation of the policies, procedures and standards established by the Metropolitan Board, the branch Board of Managers and the Metropolitan Administration. Positions descriptions are reviewed periodically and may be revised at the discretion of management. This position description is not a written or implied contract.