

# YMCA OF MIDDLETOWN

**POSITION:** Club-Kid Site Director

**REPORTS TO:** Associate Program Director

## GENERAL FUNCTION

Under the direction of the Associate Program Director within the policies of the YMCA of Middletown, the Club-Kid Site Director will be responsible for the day-to-day operations of their designated Club-Kid site.

## QUALIFICATIONS

1. This position calls for comprehensive knowledge, experience and an understanding of the elementary-aged child and appropriate activities.
2. This position requires proven skills in both human and public relations.
3. The Club-Kid Site Director must possess the New York State requirements which is at least a 2-year college degree in a child related field, 18 credits related to child development or CDA, have a minimum of 2 years experience working with children and must have supervisory experience or be under the direction of a director. Your title would then be Site Supervisor.
4. The site director must possess current CPR Certification or be willing to receive certification.
5. Must possess current First Aid Certification or be willing to receive certification.
6. Must have finger print clearance and State Central clearance.
7. Must have Physical and TB test every 2 years.

## SPECIFIC DUTIES

1. The site director is responsible for adapting and augmenting age-appropriate curriculum, which should include instructional time, social and play time, arts & crafts and physical education.
2. Promote growth and provide leadership for all staff and volunteers. Act as a liaison between site staff, school, parents and the YMCA of Middletown. Cultivate relationships with school, parents and staff.
3. Direct and supervise site staff and /or volunteers.
4. Be responsible for maintaining high standards of safety during all activities.
5. Keep necessary records for control, evaluation and reporting (attendance, staff sign-in, health and pick-up list cards, etc.)
6. Notify Associate program director of any concerns with staff, participants or parents of participants.