



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cortland County Family YMCA Job Description

Job Title: School Age Childcare Site Coordinator/Summer Camp Director

Reports To: _____

Employee: _____

FLSA: Part-time Non-Exempt

Work Location: Cortland Family YMCA

Department: Childcare/Summer Camp

Work Schedule:

School Year- This position follows the Cortland City School District throughout the school year. Hours M-F on average 27 hours per week. Additional hours during vacation days, ½ days, snow days.

Camp Season- M-F up to 40 hours per week.

A Career with a Cause:

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

Our purpose is to strengthen the foundations of communities and families through our key areas of focus: youth development, healthy living, and social responsibility. We are committed to these causes because a strong community is achieved when we invest in our children, health, neighbors, and values. Historically founded on the Christian principles of caring, honesty, respect, and responsibility; our mission is to put these principles into practice through programs that build healthy spirit, mind and body for all. We are for ALL.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. Under the direction of the Senior Program Director, the School Age Child Care Site Coordinator/Camp Director will organize the day-to-day operations of their assigned program areas, including direct oversight of staff. The Site Coordinator/Camp Director assures the well-being for each participant in line with YMCA of the USA guidelines and association policies in accordance with their training.

Essential Functions:

- Models the YMCA core values of caring, honesty, respect, and responsibility.

- Develops and maintains positive relationships with individuals and groups at all levels of the organization; supporting members connect with each other and the YMCA.
- Maintains physical presence, always remains alert while on duty.
- Knows and reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures; completes related reports as required.
- Plans, coordinates, organizes, and leads all daily program activities.
- Provides leadership to staff, ensures adequate coverage for all activities.
- Observes and follows the School Age Child Care program guidelines as well as the regulations set by the NYS Office of Children and Family Services.
- Observes and follows the Summer Camp program guidelines as well as the regulations set by the Department of Health (DOH).
- Maintains records related to the program.
- Works additional on-site hours when there is a scheduled ½ day of school or vacation days.
- Works as needed when school is closed due to inclement weather or other unexpected reasons.
- Communicates with management on behalf of the Senior Program Director.
- Acts as a proxy for the Senior Program Director as needed in their absence. Collaborates with the Senior Program Director to sustain, promote, and grow departmental programs and services.
- Manages program expenses.
- Participates in strategic planning and presides over meetings as needed.
- Maintains policies and procedures, ensuring compliance with applicable local, state, and federal laws.
- Assists with all supervision of staff, including: recruitment, hiring, training, evaluation, recognition, and discipline of employees; scheduling and facilitating staff meetings and trainings; overall safety; addresses complaints; and resolves problems effectively with the support of their direct supervisor.
- Knows, follows, and enforces all YMCA policies, rules, regulations, procedures, and staff expectations, including those for the prevention of child abuse.
- Ambassador of all YMCA programs with a focus on department offerings and member engagement.
- Performs equipment checks and ensures appropriate equipment is available as needed. Clean and store equipment per branch procedures.
- Attends all mandatory meetings and trainings.
- Is willing to step up, even if outside of the position description, to contribute to the overall success of the YMCA.

YMCA Leadership Competencies:

- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

Experience, Education, and Qualifications:

- Bachelors degree in related field required; Masters degree preferred.
- Three to five years of related experience required, with supervisory experience preferred.
- Exceptional verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize and delegate tasks.
- Excellent speaking and presentation skills.
- Ability to create and present ideas in a variety of formats.
- Ability to maintain confidential records.
- Proficient with Microsoft Office Suite or related software.
- Knowledge of the philosophy, mission, leadership needs, and planning requirements of the organization preferred.
- Must meet the following qualifications as outlined by the Office of Children and Family Services:
- Must meet the following qualifications as outlined by the Office of Children and Family Services:

Education		Experience
Bachelor's degree, including or in addition to 12 credits in Early Childhood, Child Development or a related field; one year of full-time teaching experience in a child care center, family or group family day care home or other early childhood program	AND	One year of experience supervising staff in a child care program or a related field of work
OR		
A New York State Children's Program Administrator Credential; one year of full-time teaching experience in a child care center, family or group family day care home or other early childhood program	AND	One year of experience supervising staff in a child care program or a related field of work
OR		

An Associate's degree in Early Childhood or related field, with a plan of study leading to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of full-time teaching experience in a child care center, family or group family day care home or other early childhood program	AND	Two years of experience supervising staff in a childcare program or a related field of work
OR		
A Child Development Associate Credential or other Office-recognized credential, with a plan of study leading to a Bachelor's degree or a New York State Children's Program Administrator Credential; two years of fulltime teaching experience in a child care center, family or group family day care home or other early childhood program	AND	Two years of experience supervising staff in a childcare program or a related field of work
In addition to the above, preferred knowledge of and experience working with diverse populations (language, culture, race, physical abilities).		

NYS Office of Children and Family Services Requirements:

- Must be at least 21 years of age.
- Prior to assignment to initial position, the incumbent will:
 - Complete an initial medical statement and tuberculin test providing satisfactory evidence that they are physically fit to provide child day care.
- Within the first 30-days of employment, the incumbent will:
 - Undergo fingerprint and background screening as mandated by the NYS OCFS.
 - Obtain clearance on the State Central Register (SCR) and Statewide Central Register of Child Abuse and Maltreatment (SCL).

Trainings & Certifications:

- Must complete online Bloodborne Pathogens, Hazard Communication, NYS Combating Sexual Harassment in the Workplace, Child Abuse Prevention & Awareness, Slips, Trips, & Falls, and Safety & Survival in an Active Shooter Event trainings prior to assignment to initial position.
- Must complete 15 hours of Health & Safety Training
- Must have current CPR and First Aid within the first 30 days of employment.
- Must hold Medication Administration Certification (MAT) or successfully complete within the first 60-days of employment.(If needed)
- Must complete a minimum of 30 hours of training every 2 years with the first fifteen hours being received within the first 6 months of employment as required by the NYS Office of Children and Family

Services (many training sessions will be held during the monthly staff meetings).

- Must complete additional summer camp training as required.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prolonged periods of standing and frequent bending.
- Must be able to lift up to 50 pounds at a time.
- Will be exposed to illness-causing bacteria and viruses.

Work Environment:

This job operates in a recreational and/or educational environment. This role routinely uses standard recreation and/or office equipment. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to always follow the preventative health policies of the YMCA. The noise level in the work environment is moderate to high.

Americans with Disabilities Specifications:

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.

Acceptance and Acknowledgement Sign Off:

This position is not a contract. The Cortland County Family YMCA reserves the right to change this position description as necessary. The employee is expected to adhere to all YMCA policies and act as a role model in the adherence to the association policies.

I have read and understand the position description for the School Age Childcare Site Coordinator/Summer Day Camp Director position, expected work schedule, and rate of compensation and I accept this position.

Incumbent Print Full Name

Incumbent Signature

Date

Supervisor Name, Title

Supervisor Signature

Date