

# ACCEPTING RESUMES

<b>Job Description:</b>	<h2 style="text-align: center;">The YMCA is Hiring Multiple School Age Program Site Directors</h2> <p style="text-align: center;">Location/OhioMeansJobs.com Post # Grand Valley #241070798, Andover - PV #241044525, Lakeshore Primary #241070874, Ashtabula YMCA #241043711</p> <p>This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA child care program(s).</p> <ol style="list-style-type: none"> <li>1. Manages, directs and coordinates the school age child care programs for assigned location(s). Ensures high quality programs and establishes new program activities. Expands program within the community in accordance with strategic and operating plans.</li> <li>2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.</li> <li>3. Develops, manages and controls budgets related to the position. Ensures program operates within budget and that program fees are collected. Supports and budgets for healthy eating through coaching, mentoring, and monitoring menu quality.</li> <li>4. Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures followed.</li> <li>5. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.</li> <li>6. Develops and maintains relationships with state child care licensing agency, school administration, parent groups and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner.</li> <li>7. Maintains knowledge of and compliance with ODJFS rules and Step Up to Quality requirements.</li> <li>8. Provides staff leadership for annual fund raising campaign and committees as assigned.</li> <li>9. Maintains proper records/department files.</li> <li>10. Organizes special events for parents. Assists in YMCA fund raising activities.</li> <li>11. Maintains all registration and billing related to assigned location(s) including Electronic Child Care Attendance System and Daxko Operations.</li> <li>12. Assists in the marketing and distribution of program information.</li> <li>13. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.</li> <li>14. Performs other duties as assigned.</li> </ol> <p style="text-align: center;"><b>Part Time 32-35hrs. \$12.75/hr. \$200 Quarterly Bonus</b></p>
<b>Desired skills:</b>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in related field or equivalent and at least two years accredited training in child development or early childhood education.</li> <li>2. One to two years related experience preferred, as a coordinator or supervisor of child care programs.</li> <li>3. Minimum age of 21.</li> <li>4. Typical requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.</li> <li>5. Fulfillment of state-specific hiring standards and completion of YMCA program specific certifications.</li> <li>6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.</li> <li>7. Employment contingent upon successful completion of FBI/BCI Criminal Background Check and required employment physical.</li> <li>8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).</li> </ol>
<b>How to apply:</b>	<p style="text-align: center;">Interested applicants may apply online:</p> <p style="text-align: center;"><a href="http://Ashtabulaymca.org/employment">Ashtabulaymca.org/employment</a></p>
<b>OPEN DATE 5/10/2022</b>  <b>CLOSE DATE 6/10/2022</b>	<p style="text-align: center;">If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. Thank you and best of luck OhioMeansJobs Ashtabula County</p> <p style="text-align: center;"> <a href="#">Like us on Facebook</a> <a href="#">Follow us on Twitter</a> </p>

