



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **METROWEST YMCA JOB DESCRIPTION**

Job Title: **School's Out Assistant Site Director and Camp Assistant Unit Director**

FLSA Status: Full Time Hourly

Revision Date: 4/30/2023

Reports to: School's Out Director & Associate  
Executive Camping Services

Primary Function: Youth Development

Leadership Level: Leader

Primary Department: School's Out & Camp

### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The School's Out Assistant Site Director at the MetroWest YMCA works with Site Director to oversee the operations a School's Out site. They also provide assistance and support to the Unit Leader and Leadership Team in the management of a safe and effective camp unit. Provides quality experiences for children, parents, and staff, with a focus on the YMCA's core values of caring, honesty, respect, and responsibility.

### **ESSENTIAL FUNCTIONS:**

1. Under the supervision manages, directs and coordinates the School's Out site. Ensures high quality program, designs practices, processes, and procedures for a high quality program.
2. Coach site staff and assists with staff supervision.
3. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with children, families, staff, and schools. Maintains regular, clear, and concise communication within area of responsibility.
4. Supervises site when Site Director is not present including during before school care;
5. Helps manage the program, including:
  - a. Contacting families with children who are absent;
  - b. Ensuring all program elements are implemented based on Y requirements for content and dosage;
  - c. compliance with the Department of Early Education and Care (EEC) and the Child and Adult Care Food (CACFP) Program regulations;
  - d. Ensures that YMCA program standards are met and safety procedures followed.
  - e. Maintaining proper records/department files such as child files, attendance records, etc.
6. Assists with Family Advisory Council meetings, special events for parents, and Y fund raising activities.
7. Attend staff meetings and participate in, as well as record, required trainings in accordance to individual professional development plan and EEC regulations.
8. Oversees the daily management of assigned unit, including but not limited to:
  - Supervising, supporting, evaluating, and encouraging three In-Unit Specialists.
  - Keeping accurate daily and session long attendance for all campers and staff.
  - Attending to camper and staff issues and taking steps to resolve problems in a timely and professional manner. Supports Inclusion staff as needed when addressing camper-related issues.
  - Fill in as a Unit Captain as needed in your camp unit or in another camp unit if necessary.
  - Assist in the planning and delivery of staff training and meetings.
9. Takes on the leadership duties of the Unit Leader as directed when they are not present.
10. Plans and implements program activities that are culturally relevant, developmentally appropriate, and consistent with YMCA values. Leads the Special Event Thursdays for their specific Unit.
11. Adheres to program standards including safety and cleanliness standards.
12. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
13. Available to provide support at pool and specialty activity areas if necessary.
14. Agrees to nominate at least 1 staff member from their Unit for the January Recognition Ceremony



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

15. Agrees to nominate at least 1 camper from each Camp and 1 camper for each New Plaque for the January Recognition Ceremony
16. Agrees to submit a minimum of 3 Mission Moments from the Unit
17. Communicates timely, openly and effectively with all camp staff regarding issues of concern or safety of staff and campers.
18. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.
19. Prepares for and helps to lead camp activities that include Family Fun Nights, theme days, dress up days and Fun Fridays. (All leadership staff is required to attend all Family Fun Nights).
20. Works with Unit Leader in facilitating camper drop-off and pick-up procedures, including ensuring campers are at the correct location (i.e. Parent Pick-up, HPM, Bus groups, etc.)
21. Works with the leadership team to ensure that at least one member of the team is present to supervise and manage AM and PM care each day.
22. Performs other duties as assigned.

#### **LEADERSHIP COMPETENCIES:**

- Communication & Influence
- Developing Self & Others
- Engaging Community

#### **QUALIFICATIONS:**

- Bachelor's degree in related field or equivalent is preferred and committed to ongoing professional development.
- At least one year of experience with elementary school age children in a licensed OST program (including summer camp). Experience and training relating to working with high-needs children preferred.
- Compliance with EEC licensing regulations
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Flexibility to work at other MetroWest Y sites as needed and appropriate.

#### **OUR CULTURE:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **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.

#### **WORK ENVIRONMENT & 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.
- The employee needs sufficient strength, agility and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.

#### **SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_