



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

METROWEST YMCA JOB DESCRIPTION

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

FLSA Status: Full Time

Reports to: School's Out Site Director/Camp Unit
Director

Leadership Level: Leader

Revision Date: 8/25/2023

Primary Function: Youth Development

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/Assistant Unit Director at the MetroWest YMCA works with Site Director/Unit Director to oversee the operations a School's Out site and the Juniors Camp Unit.

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.

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. Serves on the Outdoor Center Camp Leadership Team- responsible for the management of a safe and effective camp unit and supporting the overall camp operation during the camp season and throughout the year.
8. Organization, marketing, implementation and evaluation of summer day camp.
9. Supports the Associate Executive Director of Camp Programs and Juniors UD in camp planning, alumni relations and staff recruitment/retention.
10. Communicates timely, openly and effectively with staff, leadership, nurses, and camp directors regarding issues of concern or safety of staff and campers.
11. Prepares for and participates in camp activities that include Family Fun Nights, theme days, dress up days and Fun Fridays.
12. Serves in a leadership role in the Out of School Time program. Designs practices, processes, and procedures for a high-quality program. Assures compliance with the Department of Early Education and Care (EEC) and



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the Child and Adult Care Food (CACFP) Program regulations. Ensures that YMCA program standards are met and safety procedures followed. Provides staff leadership for annual fund-raising campaign and committees as assigned.

13. Develops, implements, and manages operating plans to promote program and/or membership growth for the YMCA. Executes strategies to ensure that members and/or program participants connect with one another and connect with the YMCA.
14. Ensure the safety, high quality and strong financial management of all programs and operation through the development and maintenance of a strong part-time staff team, appropriate administrative systems, and high curriculum and safety standards.
15. Assists with licensing and operation of day camps and OST sites in accordance with both local and State of Massachusetts Departments of Public Health and the Department of Early Education and Care and following best practices of American Camping Association standards.
16. Creates comprehensive action and improvement plans based on program survey data.
17. Ensures a positive working and program environment emphasizing the YMCA's areas of focus and character values.
18. Ensures high quality member-focused programs through innovative program development, evaluations and ongoing training of staff.
19. Works collaboratively with the Marketing Department for successful marketing, social media and communications development and implementation.
20. Assists in other department operations and special events as assigned by the Supervisor(s).
21. Attend staff meetings and participate in, as well as record, required trainings in accordance to individual professional development plan and EEC regulations.
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.

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.



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Employee's name

Employee's signature

Today's date: _____