



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Princeton Family YMCA JOB DESCRIPTION

**POSITION TITLE:** Before or After School Assistant Site Director

**CLASSIFICATION:** Part-time, Non-exempt

**REPORTS TO:** Site Director & School Age Child Care Director/Senior Program Director

### **General Function:**

Under the direction of the Site Director & School Age Child Care Director and/or Senior Program Director, the Assistant Site Director oversees the daily operations at a designated Princeton YMCA School site and ensures the successful delivery of the before or after school program. Working closely with the Site Director & School Age Child Care Director/Senior Program Director, s/he will work collaboratively with the school staff team and volunteers to implement an appropriate daily schedule that advances the program goals.

### **Principal Activities:**

- Supervises groups of children and leads staff when applicable
- Plans and implements activities in conjunction with the Site Director that are culturally relevant, developmentally appropriate and consistent with YMCA Core Values
- Create and maintain a fun environment for children to work and play productively and comfortably, and have full access to all necessary materials
- Demonstrate leadership and be a positive influence and role model to colleagues and staff
- Open and close the site on a daily basis
- Assume Site Director duties at the absence of the Site Director
- Communicate issues related to students to Site Director & Program Director
- Supervise volunteers in partnership with Site Director
- With Site Director, support parent/family communication and follow-up
- Participate at in-service meetings
- Supervise and manage daily snack
- Maintain and track supplies for programs and activities including equipment and program supplies; administrative supplies; and first aid equipment
- Maintain rosters and attendance records and assure accurate record-keeping
- Implement safety measures/regulations in compliance with NJ Department of Children & Families – Office of Licensing & Community Partners
  - Supervise and document fire drills
  - Organize and manage site-based licensing paperwork
- Ensure implementation of the health and safety policies that pertain to program participants and staff at all times, including follow through on all incident reports and document filing
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Support efforts of promotion and publicity of all YMCA programs
- Ensure that all Emergency Procedures are carried out in accordance with Princeton Family YMCA/YWCA procedures
- Ensure that program provides a positive image of the YMCA within the community, in accordance with the mission and philosophy of the Princeton Family YMCA
- Other duties as assigned

## **YMCA COMPETENCIES (Team Leader)**

**Mission Advancement:** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

**Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

**Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **Minimum Qualifications:**

- Must be over 18 years of age
- Bachelor's Degree in Elementary Education or related field preferred or high school diploma with 3 years of supervisory experience working in the child care/recreation field.
- Experience with children in school, after school, or camp setting
- Sound judgment, ability to prioritize and be self-directed, and work independently
- Ability to work flexibly with a collaborative team of staff members and volunteers
- Ability to maintain systems for accurate record keeping; ability to enter data and/or word process
- Current CPR and First Aid Certification, or obtain within 90 days of hire
- Must be willing to work with all persons without regard to race, religion, ethnic origin, socioeconomic status or disability
- Ability to operate various types of office equipment such as copier, postage meter, and fax machine
- Positive, "can do" attitude which is demonstrated by a willingness to pitch in and help wherever needed as well as an ability to anticipate what is needed
- Must be committed to the goals and objectives of the Princeton Family YMCA programs
- Must be willing to fulfill responsibilities in accordance with YMCA standards and best practices

### **About the Princeton YMCA School Age Child Care Program**

In YMCA Before and After School, children gain experiences that nurture their growth and build positive values. You work without worry, knowing your children are safe and well cared for. Each family is strengthened through participation in YMCA programs that build spirit, mind and body.

The Princeton Family YMCA's program provides children in kindergarten through 5th grade a safe, secure environment in which to grow and learn. Currently located in the Princeton Public School District and Montgomery Township schools, the YMCA's program features a variety of age-appropriate activities that are imaginative, enriching and fun, such as learning new languages, practicing conflict resolution among peers, and participating in community service projects. A daily snack is provided.

**Hours & Compensation:**

Working hours are typically Monday-Friday from 2:30pm-6:00pm for most after school programs or 7:15am-8:15/9:30am for most before school programs unless otherwise discussed with the appropriate Director. Most weeks will be between 15-20 hours per week, more hours may be required on school half days and when children have days off.

COMPENSATION: \$10.00-\$11.00/hr DOQ

**2014-2015 School Year Locations:**

Princeton Public Schools:

Johnson Park Elementary (After School only)  
285 Rosedale Rd  
Princeton, New Jersey 08540

Littlebrook Elementary (After School only)  
39 Magnolia Lane  
Princeton, New Jersey 08540

Montgomery Township Schools:

Orchard Hill Elementary School (Before and After School)  
244 Orchard Road  
Skillman, NJ 08558

Village Elementary School (Before and After School)  
100 Main Blvd.  
Skillman, NJ 08558

Lower Middle School (Before and After School)  
373 Burnt Hill Road  
Skillman, NJ 08558

Upper Middle School (After School only)  
375 Burnt Hill Road  
Skillman, NJ 08558

**Effect on End Result:**

The Assistant Site Director will ensure that the Princeton Family YMCA’s School Age Child Care program establishes and maintains a level of excellence in areas of quality, creativity and visibility in all areas, and support the goals and priorities of the Princeton Family YMCA. The program will work to benefit participants, and will provide a positive image of the YMCA within the community, in accordance with the mission and philosophy of the Princeton Family YMCA.

**Agreement**

I have read the job description and the principle activities it outlines for the Before or After School Assistant Site Director position at the Princeton Family YMCA.

\_\_\_\_\_  
Assistant Site Director Date

\_\_\_\_\_  
School Age Child Care Director Date