



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

Job Title: **Site or Day Camp Assistant Site Director**

FLSA Status: Full-time Non-Exempt

Department: Youth Development

Reports to: Program Director

POSITION SUMMARY:

The Assistant Site Director is responsible for assisting the Director with the administration and operation of one after school program/ one day camp.

QUALIFICATIONS:

1. Two years of experience working with youth and/or teens.
2. Certified in CPR and First Aid (or be certified within 30 days of hire).
3. Complete YMCA child abuse prevention within 30 days of hire.
4. Provide proof of negative tuberculosis test.
5. Bilingual preferred.
6. Day Camp Assistant Director: Must be 18 years of age.
7. After School Assistant Director: 48 semester college units required or successful completion of NCLB test.
8. After School Licensed Assistant Director: Must have a minimum of 12 semester units (16 quarter units) in ECE/Child Development or a related field (e.g., recreation, education, or sociology) OR 6 (9 quarter) units completed while maintaining a minimum of 2 (3 quarter) units per semester until all 12 semester (18 quarter) units are completed. No introductory courses are acceptable. Proof of enrollment is required. Worked or volunteered in any child or youth development program. Verification of employment/volunteer hours is required. Minimum of 3 hours a day for 50 days in 6 months.

ESSENTIAL FUNCTIONS:

- Ensuring the delivery of high quality, safe, educational YMCA youth programming in a nurturing environment. Deliver programs and activities that align with the HEPA (healthy eating and physical activity) standards
- Developing and maintaining yearly budgets and establishing and sustaining positive relationships with program participants, their families and prospective members.
- Assists with recruiting and hiring, training, and provides continuous support and feedback to program staff.
- Attend meetings, online webinars, and trainings.
- Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of services with a commitment to improving lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

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 framework 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.

PHYSICAL DEMANDS:

Visual and auditory ability to observe and to respond to critical incidents and the physical ability to act swiftly in an emergency situation; Ability to lead and interact in group activities and perform related physical skills; Ability to stand, walk, sit, stoop, kneel, or crouch. Ability to climb, push, and pull; Ability to lift and carry objects up to 20 pounds.