



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Updated 12/02/19

Oshkosh Community YMCA Job Description

Position: School Age Director

Nature and Extent of Assignment

Basic Function:

The School Age Director is a CAUSE DRIVEN LEADERSHIP position responsible for administration of policies and program activities of all school age programs – Before/After-School, Kid’s Day Out, and Summer Fun Club.

Responsibilities:

1. Administration of school age programs in accordance with Wisconsin Department of Health and Family Services, YoungStar and the YMCA of USA rules and regulations.
2. Hire, train, supervise, and discipline school age staff including leading monthly staff meetings.
3. Attend all Program Staff and Management Team meetings.
4. Attend training workshops as required by DHFS regulations.
5. Development of annual budget.
6. Conduct annual evaluations of all school age staff.
7. Maintain accurate records as required by the State of Wisconsin Licensing Rules and YoungStar.
8. Promotion of all school age programs.
9. Development and implement age appropriate curriculum and activities for all school age programs.
10. Management of Food and Special Milk Program in accordance with the Wisconsin Department of Public Instruction.
11. Serve as a liaison between the YMCA, community, and parents of participants.
12. Development of new programs for school age children.
13. Serve on other project committees as assigned by supervisor.



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Supervisory Responsibilities:

1. Two full time school age coordinators.
2. School age staff members.
3. Volunteers.
4. Intern Employees as assigned by supervisor.
5. Program Participants.

Supervision

1. Downtown Branch Executive.

Employment Standards

Education/Experience:

Two years of documented credit at an institution of higher education with at least 12 credits in early childhood education or its equivalent and each year after assuming the position, complete 25 additional hours of training in accordance with DHFS licensing regulations; and two years minimum experience in administration of child care programs and documentation of current First Aid and CPR/AED certification.

Ability and Skills:

1. Knowledge and understanding of management skills in administration.
2. Ability to delegate appropriate responsibilities to staff and volunteers.
3. Ability to establish and maintain harmonious relationships with staff, volunteers, members, and the community.
4. Knowledge of computer software including; Excel, Word, Outlook, ProCare, and Active.
5. Strong organizational skills.
6. Strong interpersonal communications skills.
7. Ability to work independently.

Equipment and Materials Used:

1. Office materials and supplies including but not limited to; computer, adding machine and copier.
2. Sanitary supplies required for the care of children.
3. Training materials and equipment.