GREATER PHILADELPHIA YMCA CAREER OPPORTUNITY

POSITION: Site Leader for Before After School Program

STATUS: Full Time – Non-Exempt

SUPERVISOR: Child Care Director

About the Greater Philadelphia YMCA:

Every team member at the Greater Philadelphia YMCA is guided by our principle of Connecting People to Healthier Lives. That connection with members and to each other is seen and felt across every department. As part of our team, you will have the opportunity to make a profound difference in a cause-driven organization, where social responsibility permeates the culture. As one of the largest YMCAs in the country, serving over 240,000 members and participants in 6 counties with 4,700 employees, we have the size and scope to make real and positive change in the communities we serve. This position supports the work of the YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility.

You can find us in the Greater Philadelphia Area with over 80 locations!
Visit https://philaymca.org/about-us/careers/ for your next career!

What you’ll do:

- Orchestrated a positive, child-centered program in accordance with the YMCA’s policies and philosophy, ensuring the well-being of everyone in your charge at all times.
- Lead all staff assigned to the site. Ensure a balanced workload, and adherence to ratios, by overseeing staffing and hours. Champion superior performance through mentoring of staff and regular quarterly feedback, in accordance with YMCA policy.
- Review monthly lesson plans, weekly and specialized reports, and supply requests to the Program Director in a timely manner.
- Safeguard confidentiality of children’s files. Make them immediately actionable by keeping these files current.
- Model / set the tone for positively engaging with families. Document family conferences, address discipline problems in a constructive manner, and be pro-active about staff concerns. Bring serious concerns to the attention of the Program Director.
- Coordinate, plan, and implement daily / monthly activities with the Group Supervisor(s), adapting the program whenever possible to the individualized needs of children.
- Maintain operation of the program consistent with Department of Human Services regulations and assist the Program Director in preparing for state licensing inspections, Keystone Stars visits, and other certificate related audits.
- Foster healthy enrollment levels through promotion, tours, and marketing.
- Celebrate your students through written communication with families (monthly newsletters, Family Board Displays, for example) and assist in public relations events sponsored by the YMCA administration.

What you need to succeed:

Required Qualifications: *Position level and compensation varies based on experience and education level.
- Verify 2 year’s child care experience
- Achieved degree from accredited College/ University in education or human services related field
- Leadership Experience.

Benefits of working at the Y:

Flexible work schedule, a free membership, discounted programming, participation in the Y Retirement Fund, health and wellness benefits, and opportunities for continuing education, professional training and development.*Insurance and time off benefits vary between Full Time and Part time positions.

How To apply: Send your resume and cover letter to Eweiser@philaymca.org