PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Pre-school Family Director
LEVEL: 10
SUPERVISOR: Executive Director
DATE:

JOB CODE: 9010F
FLSA STATUS: Non-exempt
LOCATION:

POSITION PURPOSE
Direct, supervise and coordinate a variety of youth programs that include: Kid Zone, Family Active Center, Arts & Crafts, Family events, Birthday Parties and Family Prime Time. Ensure staff excellence in service delivery to assure member retention, satisfaction and growth. Manage all aspects of the Kid Zone area including, facility and equipment to promote a clean, safe and friendly environment.

ESSENTIAL FUNCTIONS
• Hire, supervise, train and evaluate staff to ensure that they are upholding all YMCA guidelines for proper verbal interaction, proper learn through play techniques and age appropriate redirection as a form of discipline. Report any disciplinary action to the Director.
• Implement and direct a variety of traditional and innovative programs, ensuring that programs promote the YMCA mission to include preschool music, movement and dance classes.
• Hire, supervise, train and evaluate staff for preschool summer camp.
• Responsible for planning, organizing, implementing and delivery of high quality preschool summer camp.
• Ensure continued enrollment growth by providing a variety of quality programs.
• Assist staff on age appropriate interaction with children, handling upset children, changing diapers, and orient them to this position.
• Attend and hold staff meetings.
• Ensure staff adhere to the YMCA standards for maintaining cleanliness, center set up and correct return of toys to areas. Ensure staff is engaging children in the maintaining of said centers and items. Take proper care of the equipment and Kid Zone area.
• Develop a culture that is responsive to member concerns. Conduct member evaluations.
• Complete incident report forms when required and submit them to the director immediately for follow up. To report immediately if any medical emergencies and/or health issues.
• Staff and oversee Birthday Parties & Family Prime Time, organized gym time for children 6 to 12 whose parents are participating in group exercise classes or in the fitness center.
• Be part of the Ambler Area YMCA staff team and be a team player.
• Build relationships with the members of the YMCA.
• Assist with special events.

OTHER DUTIES AND RESPONSIBILITIES
• All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  o Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  o A continued commitment to member satisfaction by ensuring excellent Member Experience
  o Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  o Ensuring the overall cleanliness of the facility
  o A commitment to Diversity and Inclusion

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.
Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency.

ENVIRONMENTAL CONDITIONS
Exposure to high levels of noise, occasional exposure to weather.

PHYSICAL REQUIREMENTS
Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, children, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 50-75 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to clearly see at 20 inches or less and 20 feet or more.

REQUIREMENTS
- College degree in related field.
- Experience in supervising staff and volunteers.
- Experience in teaching, coordinating and managing pre-school programs.
- Ability to operate a PC and use spreadsheets, word and related software.
- Excellent oral and written communications skills.
- Ability to recruit and motivate staff.
- Excellent leadership, communication, organizational and management skills required.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence.
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

OTHER
At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

  CARING  Showing a sincere concern for others.
  HONESTY  Be truthful in what you say and do.
  RESPECT  Follow the Golden Rule.
  RESPONSIBILITY  Be accountable for your promises and actions.

OUR MISSION
To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: ________________

Signature: ________________  Date: __________

Supervisor: ________________

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