



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Kalamazoo Job Description

Job Title: Out-of-School Time Site Specialist

Pay Rate: \$15 to \$20 per hour depending on qualifications (non-exempt)

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### POSITION SUMMARY:

Responsible for the direct supervision of the designated School Age Program within all state licensing regulations. Ensures the safety, growth, and development of all program participants.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Ability to be in program during all hours of operation. M-F 6:30am-9:00am and 3:15pm-6:00pm.
2. Administer day-to-day operations, including being available to address parent, child, and staff issues.
3. Assist Multi-Site Director in monitoring and overseeing site staff and/or volunteers.
4. Assist Multi-Site Director to ensure that the school-age program meets or exceeds all state licensing regulations and guidelines.
5. Maintain up-to-date program records including attendance, accidents, incidents, child files, staff files, and any others relevant to the operation of the program.
6. Assist Multi-Site Director in planning and implementing activities related to character development, STEM, physical activity, nutrition education, special events and other areas as they arise.
7. Follow all guidelines related to the CACFP including acquiring snack, posting menus, and completing snack records and other paperwork as needed.
8. Communicate effectively with parents, both verbally and in writing, throughout the year.
9. Appropriately handle all emergency situations, remain current in CPR/First Aid certifications.
10. As required by Michigan law, report any suspected incidence of child abuse or neglect



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**QUALIFICATIONS:**

1. Must be at least 19 years of age.
2. High school diploma, GED, or equivalent.
3. Education and experience equivalent to one of the options below or willingness to obtain:
  - a. A minimum of 6 semester hours in child-related field and 2,880 hours of experience.
  - b. Sixty semester hours with 12 hours in child-related field and 720 hours of experience.
  - c. Associates degree in child-related field and 480 hours of experience
  - d. Bachelor's degree or higher in child-related field.
4. Must be able to pass comprehensive background check.
5. Current First Aid and CPR certifications.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Must be able to participate physically with the children.
- Some light cleaning is required.
- Proof of negative TB test.