



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Kalamazoo Job Description

**Job Title: School Age Site Lead (Site Supervisor)**

**Pay Rate: \$12.00 to start**

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### POSITION SUMMARY:

Assist the Multi-Site School-age Program Director with 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:

Site Supervisors will assist the Multi-Site School-age Program Director with the following:

1. Developing, implementing, and evaluating program and center policies.
2. Administering day-to-day operations, including being available to address parent, child, and staff issues.
3. Monitoring and overseeing of site staff and/or volunteers.
4. Ensuring 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. Planning and implementing activities related to character development, STEM, physical activity, nutrition education, special events and other areas as they arise.
7. Following all guidelines related to the CACFP including acquiring snack, posting menus, and completing snack records and other paperwork as needed.
8. Communicating effectively with parents, both verbally and in writing, throughout the year.
9. Appropriately handling all emergency situations, remain current in CPR/First Aid certifications.
10. As required by Michigan law, reporting any suspected incidence of child abuse or neglect.



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**QUALIFICATIONS:**

1. Must be at least 19 years of age. (due to licensing requirements)
2. High school diploma, GED, or equivalent.
3. Minimum 480 hours of experience working with school-age children.
4. A minimum of 15 clock hours, 1 semester hour, or 1.5 CEUs of documented school-age training.
5. Must be able to pass comprehensive background check.
6. 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.