

After School Program Site Director

Hours:

~~Lombard School District 44~~

~~Villa Park School District 45~~

In class time:

7:00 – 8:30 AM and/or

2:45 - 6:00 PM

7:00 – 8:15 AM and/or

2:30 – 6:00 PM

Prep/clean up/phone time:

30 minutes per day

Position Summary:

The Site Director will be responsible for the daily operation of a before and/or after school program, including planning, implementation, and supervision of the daily activities and staff.

General Responsibilities:

1. Design and implementation of daily lessons/activities.
2. Supervise and insure safety of participants in all settings.
3. Organize and maintain all equipment and supplies, including daily snack supply.
4. Supervise and lead staff as well as advise them of daily responsibilities.
5. Adhere to the rules, regulations, policies, and code of conduct as set forth by the YMCA and the school district.
6. Communicate regularly with participant's family and school staff.
7. Maintain all attendance records.
8. Supervise the children, classroom, and all activities.
9. Make ongoing, systematic observations and evaluations of each child.
10. Attend and participate in staff meetings, and staff training.
11. Assist in additional events such as Lights On Afterschool, Healthy Kids Day, Strong Kids Campaign, and others as designated by the Program Director.

Qualifications:

Meets educational and experience qualifications:

- Thirty semester hours (or 45 quarter hours) of credit from an accredited college or university with 12 semester hours (or 18 quarter hours) related to school-age child-care, child development, elementary educations, physical education, recreations, camping or related fields; and 750 clock hours of experience in a recreational program or a licensed day care center serving school-age children or a license exempt school-age child care program operated by a private or public school; or
- 1560 clock hours of experience in a recreational program or licensed day care center serving school-age children or license exempt school-age child care program operated by a public or private school and either 6 semester hours (9 quarter hours) of college credit related to school age child care, child development, elementary education, physical education, recreation, camping or other related fields.
- At least 21 years of age
- Current CPR/1st Aid training
- Background check, medical requirements (physical exam, TB test)
- Complete 15 hours of in-service training per year
- Ability to plan, lead and participate in daily activities.
- Large motor skills, such as directing children in sport activities
- Group games
- Arts/crafts