

JOPLIN FAMILY YMCA

School Age Services Team Leader

Department: Joplin Family YMCA

FLSA Status: Non-Exempt

Grade/Level:

Work Schedule:

Monday - Friday Varies

Job Status: Full Time

Reports To: COO

Amount of Travel Required: Some

Positions Supervised: School Plus Staff,
Day Camp Counselors, Bus Drivers (Summer)

GENERAL FUNCTION:

Under the direction of the COO, the School Age Services Team Leader is responsible for the oversight and management of the Joplin Family Y's licensed/registered child care programs offered after school (School Plus Program), during the summer (Day Camp), and over Winter and Spring breaks (Activity Days). The School Age Services Team Leader hires staff, manages staffing ratios, and establishes daily activities across child care programs and sites, including busing to daily activities for the traveling summer day camp program. Incumbent duties include maintaining state licensing standards, promoting and processing enrollments, keeping financial and payment records, and tracking attendance. Incumbent is responsible for the afterschool snack program as well as the summer food service program.

KNOW-HOW:

Incumbent must possess a bachelor's degree and at least two years' related experience, or the equivalent combination of education and experience is required. Incumbent must be CPR/First Aid certified.

PRINCIPAL ACTIVITIES:

- Implement curriculum that focuses on educational and structured physical activities within the context of the YMCA core values of caring, honesty, respect and responsibility.
- Interview, hire, train, and supervise all departmental staff and ensure employment and training files are accurate and up to date.
- Ensure that programming and facilities abide by state licensing standards and mandates.
- Evaluate staff and monitor sites to ensure delivery of highest quality of services.
- Organize staff trainings to ensure the safety and well-being of all participants in the child care programs.
- Develop and maintain positive relationships with school districts, licensing officials and local government.
- Address customer service issues promptly and effectively.
- Ensure that afterschool and summer food programs follow USDA guidelines, providing required information and reports to the appropriate agencies and attending required trainings.
- Assist in marketing efforts designed to increase participation in YMCA child care programs.
- Monitor and purchase program supplies as needed in adherence with budget.
- Schedule and ensure coverage of departmental staff shifts.

- Provide and communicate information to YMCA front line staff and across departments in a timely manner.
- Perform other duties as assigned.

EFFECT ON END RESULTS:

The School Age Services Team Leader plays a critical role in the Y’s mission to support low-income and working families by offering an affordable and safe environment for their children after school, during the summer, and on school holidays. Children who are active and supervised by positive role models when school is not in session tend to avoid at-risk behaviors that lead to teen pregnancy, substance abuse, and juvenile incarceration. Children in afterschool and summer programs are more likely to keep pace academically with their higher-income peers and are less likely to suffer the effects of food insecurity.

POSITION QUALIFICATIONS

Education: Bachelor's Degree (BSed preferred)

Experience: Two to four years related experience

Computer Skills: Microsoft Office

Certificates & Licenses: CPR, First Aid

Other Requirements

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs./day)