



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Posting: SACC Program Director

POSITION SUMMARY

The School Age Child Care (SACC) Program Director will be directly responsible for program implementation and quality of the Great South Bay YMCA Before and After Care Programs and the Vacation Care Program for Bay Shore. The SACC Program Director will represent the YMCA of Long Island in a positive, professional manner, resulting in friendly, convenient and courteous service.

The position's key function is to plan, develop, supervise, and implement the program activities at the multiple sites. Responsible for managing the day to day operations of the program they oversee. Duties include but are not limited to supporting and training lead counselors, maintaining communication changes with the school and parents, maintaining a controlled atmosphere in the site, overseeing attendance and busing of the students, and monitoring the overall safety of the students.

As an employee of the YMCA of Long Island, this person is committed to providing excellence in service for all members, clients, volunteers and fellow employees. Through this person's efforts YMCA of Long Island members and participants will receive professional, safe care in a well-maintained and friendly environment. Due to their involvement in the Y, the members/clients will enhance self-worth and be encouraged to reach their potential.

SACC/VACC PROGRAM RESPONSIBILITIES:

1. Overall supervision of the Great South Bay YMCA SACC programs at the Branch and off-sites.
2. Supervise and support the team of Site-Directors and program staff.
3. Ensure the safety of all the children and staff in the program at all times.
4. Maintain all licensing requirements (OCFS) and certifications necessary (MAT, CPR & First Aid).
5. Assist with recruitment, hiring, training, onboarding and staff development for the Bay Shore SACC program.
6. Maintain accurate records of children's attendance, medical information and parent communication.
7. Ensure that all YMCA policies and procedures are adhered to and communicated and enforced with staff, children and parents.
8. Maintain a positive relationship with School Administrations at all schools and meet yearly with them.
9. Create and implement developmentally appropriate curriculums and activities that are engaging and enriching for all participants of the School Age Child Programs and Vacation Care program.
10. Attend, plan and participate in any YMCA meetings or trainings required by OCFS, Attend YMCA and School Special events, and open houses as needed.
11. Conduct monthly meetings with the SACC Site Directors and attend staff meetings of sites you are working with.
12. Responsible to communicate regularly with supervisor and inform of any changes.
13. Complete payroll to ensure it is submitted with no errors in a timely manner.
14. Develop policies and train staff on best practices.
15. Provide exceptional customer service to families.
16. Develop and train staff on accurate enrollment procedures, paperwork and files.
17. Assist in developing and implementing branch special events and outreach events.
18. Extend the Y's service in the community. Develop collaborations to conduct programs inside and outside the Y that meet the changing needs of our community.
19. Lead outreach efforts to local schools, developing strong and mutually beneficial relationships; be directly connected to the community?

CAMP RESPONSIBILITIES:

Assist with administrative responsibilities related to camp that may include:

1. Processing enrollment requests.

2. Scheduling of field trips.
3. Interviewing, hiring and training camp staff.
4. Communicating with parents.
5. Arranging transportation.

QUALIFICATIONS:

1. Bachelor's Degree in Child Development, Elementary Education, Physical Education, Recreation or related field or School Age Child Care Credential or other Office recognized credential specific to the school-age child care.
2. A minimum of 2 years of direct experience working with children under the age of 13.
3. At least two years in a supervisory capacity in a child care program or related field of work.
4. Child Abuse Prevention training within 30 days of hire date.
5. Must submit health history record and examination form prior to first day of work.
6. Previous experience with diverse populations preferred.
7. Excellent written and verbal communication skills.
8. Ability to work collaboratively with other leadership staff and school administration.
9. Proficient with Microsoft Office Suite.

HOW TO APPLY:

For consideration, email your resume and cover letter to Cindy Becker, Senior Director, Youth Programs, at Cindy.Becker@ymcali.org.

Please include your salary requirements.