



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF LANSING JOB POSTING

### YMCA Before & After School Program Director

**General Function:** This position under the direction of the Multi-Site Program Director or Senior Program Director is responsible for the supervision and well-being of a group of assigned children enrolled in the YMCA B&A program. The B&A school program director will serve as an appropriate role model for staff and children at the assigned site.

#### **Job Requirements:**

- Must meet one of the seven State of Michigan School Age Program Director qualification
- Minimum age of 19 years with high school degree or higher
- Desire to work with children and peers
- Ability to lead and manage participants and staff assigned to your school
- Strong interpersonal skills
- Ability to accept supervision and guidance as well as constructive feedback
- Experience in supervising children and working with a team
- Ability to direct and oversee children in group activities, recreational activities, and follow assigned curriculum
- Must complete all required YMCA trainings in the expected timeframe

#### **Position Responsibilities:**

- Work closely with the senior program director, program coordinator, site staff, school leadership, parents and children
- Serve as the parent and school liaison and handle all program communication on behalf of the YMCA
- Must be able to lift 40lbs and be able to actively participate in activities with the children when required
- Assist with program and curriculum planning, delivery and execution, clean up, and on site assigned facility area
- Attend all scheduled staff meetings and trainings as assigned by program coordinator or senior program director
- Assist with inventory and maintaining all needed equipment and supplies at assigned site
- Supervise all assigned children at assigned site ensuring each child is safe and their well-being is cared for
- Work with program coordinator and senior program director in the creation and adherence to a site budget
- Assure the program has the highest standard of quality delivery, control, and assessment
- Make sure all licensing requirements are followed for your assigned site
- Administer all food programs in accordance with Lansing YMCA policies including YMCA HEPA standards
- Assure that all curriculum requirements are followed

#### **Disclaimers:**

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

**Salary:** part-time work schedule with a max of 28 hours a week, early mornings & late afternoons, \$10/hr.

**Include:** Cover letter, resume, three references.

**Contact:** Amy Stearns, Director of HR & Risk, [careers@ymcaoflansing.org](mailto:careers@ymcaoflansing.org)