

# YMCA BUFFALO NIAGARA

## Job Description

**TITLE:** School Age Child Care Head of Group      **BRANCH:** \_\_\_\_\_

**INCUMBENT:** \_\_\_\_\_      **DEPARTMENT:** School Age Child Care

**REPORTS TO:** \_\_\_\_\_      **GRADE:** 2

**DATE:** \_\_\_\_\_      **RANGE:** \_\_\_\_\_

### **GENERAL FUNCTION:**

Under the direction of the Executive Director and the School Age Child Care Site Coordinator, the School Age Child Care (SACC) Head of Group is responsible for direct supervision and operation of a School Age Child Care site.

### **QUALIFICATIONS:**

The incumbent for this position must be at least 18 years old and possess a high school diploma or equivalent and have two years experience working with children under the age of 13 years. Leading activities for elementary school age children including group work, values education and age appropriate games is essential to this position. An understanding of the YMCA, its mission, goals and programs are important prerequisites. School Age Child Care is regulated and licensed by the NYS Office of Children and Family Services and the incumbent must provide the following prior to employment:

- NYS Medical Statement (DSS4434) completed by a physician. Tuberculosis testing is mandatory.
- Completed Standard Clearance Registry (SCR) Form and Criminal Statement.
- Completed fingerprint card necessary to conduct a criminal history record check as required by the NYS Quality and Child Care Protection Act.
- NYS Employee Criminal History Review Form.
- NYS Reference Form (Director will qualify).
- The incumbent must successfully pass the YMCA's background screening investigation prior to employment.
- Adult/Infant/Child CPR Certification and First Aid within sixty (60) days of YMCA employment.

- Medication Administration Training (MAT) certification with-in six months of YMCA Employment.
- Successful completion the YMCA's New Employee Orientation and Child Abuse Prevention Training prior to employment.

### **JOB SEGMENTS:**

1. Be On Site during the full duration of each program segment.
2. Develop and Implement weekly lesson plans for site activities.
3. Maintain all necessary records, attendance data, lesson plans and other items as required.
4. Provide daily supervision of all staff and volunteers assigned to the SACC site.
5. Maintain rules, regulations and standards as stated by the NYS Department of Social Services, the school administration, SACC staff handbook and the YMCA Buffalo Niagara.
6. Maintain an updated first aid box that is easily accessible at all times.
7. Maintain a safe and clean program area in accordance with standards set by the school administration and/or the YMCA.
8. Distribute and Collect parent and participant evaluations, ensuring a 50% completion rate and a 90% satisfaction rate.
9. Project a positive image through positive relationships with participants, parents, school personnel, YMCA staff and the community.
10. Attend required training sessions and staff meetings.
11. Carry Out other tasks as assigned by the SACC Site Coordinator and the Program Director.

### **EFFECT ON END RESULTS:**

1. A broad based, successful School Age Child Care program with a growing enrollment and revenue base.
2. Compliance with all requirements of the NYS Office of Children and Family Services and the YMCA of Greater Buffalo.
3. An effective and efficient staff.

4. Sound administration of all areas of responsibility evident in a purposeful and well coordinated program and good community relations.

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Employee

Date

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Supervisor

Date