



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MANITOWOC TWO RIVERS YMCA

Job Title: SACC/Y BREAK Manager

FLSA Status: Exempt

Reports to: Senior Child Care Director

Revision Date: 01/9/19

Posting Closes: 2/17/19 (Please include references with resume)

Salary: \$35,000, plus 8% retirement and discounted Childcare and Y Programs

POSITION SUMMARY:

Under the direction of the Senior Child Care Director and the SACC/Y BREAK Manager will be responsible for assisting with the supervision, administration, curriculum, program, compliance, supplies, and safety of the school age program.

ESSENTIAL FUNCTIONS:

1. Provide training, orientation, scheduling, and supervision of children, staff and volunteers. Provide development and leadership.
2. Provide coordination of all pre-camp planning including, registration and activity planning.
3. Administer program in accordance with DCFS rules and regulation related to the care of school age children including but not limited to staffing patterns, equipment, supplies, curriculum, accurate records and association policies and procedures.
4. Prepare staff schedules, assuring sufficient staff coverage during hours of operation and personally cover shifts if necessary.
5. Maintain responsibility for all aspects of safety and risk reduction in your program.
6. Ensure expenses for staff, snack and supplies are within budget.
7. Meet all deadlines and records required by the Director to include time sheets, collection, expense reports, enrollment papers, enrollment reports, snack and supply orders, attendance records, etc.
8. Maintain communication with staff, parents, and principal by newsletters, mid-year program evaluations and informational materials. Serve as the professional liaison between local school and the YMCA. Document all meetings. Build relationships with community leaders and facilitate use of community resources.
9. Maintain favorable communications and compliance statements with the Department of Children and Family Services.
10. Assist staff in planning, set up and instruction of lessons as assigned.
11. Model and explain appropriate behavior.
12. Address and redirect inappropriate behavior.
13. Develop positive relationships with participants and provide motivational support and guidance. Promote team building through positive words and actions. Show a cooperative attitude towards principals, parents, children, volunteers and staff of the YMCA
14. Ensure safety and cleanliness of equipment and facilities.
15. Conduct staff meetings and attend scheduled meetings with Director to ensure consistency in communication and completion of all training and staff meeting requirements.
16. Possess a working knowledge of the Child Abuse and Neglect laws and proper reporting.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Must be a least 21 years of age with a High School Diploma or equivalent.
2. A minimum of 1 years of experience in administration of child care programs, educator experience, or comparable work experience..
3. Must be able to obtain within one year of employment Assistant and Lead Teacher courses.
4. The following with in the first 60 days
 - CPR
 - First Aide Training
 - Blood Borne Pathogens
 - Child Care Abuse Prevention for staff and prevention for reporting.
 - Mandatory Reporting
5. This position requires strong organizational skills and the ability to work independently and handle numerous projects concurrently.
6. Ability to use basic office software such as EXCEL, Publisher and Word.
7. Must poses a valid Wisconsin drivers license and have the ability to visit YMCA off-site program centers.

PHYSICAL DEMANDS:

Lift a minimum of 25 lbs and have full range of body movement; capable of performing essential functions in all elements of weather; effectively communicate information of YMCA programs to members and participants. CPR, First Aid and AED certification are required within 60 days of hire, as well as a current physical and TB test.

EFFECTS & RESULTS:

1. High quality child care programs with efficient and professional trained staff.
2. Maintenance of a program designed to enhance children's self esteem.
3. This position will contribute to the overall mission of the YMCA to build strong kids, families, and communities.
4. Development and retention of positive community feelings toward the YMCA.
5. Creation of a program incorporating efficient operations with goals and objectives of the YMCA and serving children and their families in the most effective manner.
6. Encourage physical, emotional and intellectual growth in a safe and nurturing environment.

Other duties may be assigned to this position at the discretion of the Senior Child Care Director.

Additional questions can be directed to Joseph L. Metzen – Associate Executive Director at 920.482.1529