

## 21<sup>st</sup> CCLC Before and After School Program Site Coordinator - Louisiana

YMCA – Twin Pike Family YMCA

**Location** - Louisiana, MO

### **Job Description**

Responsible for the delivery of the 21<sup>st</sup> CCLC program within a designated school district (Louisiana), including development of curriculum and instruction, supervision of personnel within the program, and maintaining the state licensure certification. Works with the Education Director/Program Director and the school district's administration to implement the educational services. Provides direction for the program and staff, and implements program curriculum in the 21<sup>st</sup> CCLC program. Provides a quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring.

### **Essential Functions:**

1. Conducts ongoing assessment of staff functions to determine required core competencies and skills to meet the requirements of the 21<sup>st</sup> CCLC grant and the YMCA; and designs and implements training as needed. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
2. Ensure childcare programs implemented in the designated school district operate under established YMCA, 21<sup>st</sup> CCLC and state licensure guidelines.
3. Oversee and implements curriculum within the established guidelines.
4. Designs and implements daily lesson/activity plans.
5. Supervises the children, classroom, and all activities.
6. Works with Program Director and/or administrative staff to conduct billing and collection of child care fees.
7. Makes ongoing, systematic observations and evaluations of each child.
8. Maintains communication with parents, and engages parents as volunteers.
9. Maintains program site and equipment.
10. Maintains required program records.
11. Conducts, attends and participates in family nights, program activities, staff meetings, staff training and YMCA programs and events as designated.
12. Oversee implementation of YUSA Achievement Gap curriculum, data collection and reporting.

**Qualifications:**

1. Meets educational and experience qualifications and passes all required background checks established by YMCA, state child care licensure certification and the 21<sup>st</sup> CCLC grant guidelines.
2. Possesses or achieves certification by the Missouri Department of Health and Senior Services (DHSS) as a Certified Site Director within timeline defined by DHSS. The DHSS certification level/education requirements will be dictated by the number of children served at the specified site.
3. At least 18 years of age.
4. Meets state licensure and 21<sup>st</sup> CCLC grant requirements regarding CPR, First Aid, AED certifications.
5. Completes YMCA Child Abuse prevention training within 30 days of hire date.
6. Previous experience working with children in a developmental setting preferred.
7. Ability to plan, organize, and implement age-appropriate/developmentally-appropriate program activities
8. Must possess a valid driver's license or have means of transportation to attend off-site meetings.
9. Previous experience with diverse populations.

**How To Apply**

Applications and Resumes Requested

Apply by Email:

[twinpikeymca@sbcglobal.net](mailto:twinpikeymca@sbcglobal.net)

Deliver Application to:

Twin Pike Family YMCA

614 Kelly Lane,

Louisiana, MO 63353