



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF LANSING JOB POSTING

### YMCA Before & After School Multi-Site Program Director

**General Function:** Manage the daily operations of a maximum of 3 before/after school sites. Encombant will need to ensure quality delivery of the program, certifying that the YMCA program is regarded as the premier program of choice for childcare in the Greater Lansing area.

#### **Job Requirements:**

- Must be 19 years of age
- Must hold a Bachelor's Degree or higher in a child related field
- Demonstrated background of leadership for staff and children
- Must be able to accept constructive feedback
- Demonstrated successful knowledge in scheduling, budgeting, marketing, quality program delivery
- Strong interpersonal skills and a successful track record in building relationships with diverse groups.
- Ability to be the leader among your peers
- 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(s)
- 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:** flexible, part-time work schedule with a max of 28 hours a week, \$13/hr.

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

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