

School's Out Site Director – Hopkinton

The School's Out Site Director oversees the development and operations of a School's Out site in Hopkinton, has a leadership role during summer camp, and supports efforts to strengthen the entire School's Out program. **Competitive pay and benefits! Salary from \$45,000 annually!** Equal Opportunity Employer.

The Y offers a competitive wage and benefit package for full time, year-round employment positions:

- Health & dental insurance
- Disability and life insurance
- 10% Y Funded retirement plan
- MetroWest YMCA Membership
- Discounted program fees
- Paid time off and holidays

ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates the School's Out site. Ensures high quality program, designs practices, processes, and procedures for a high quality program.
2. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success.
3. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with children, families, staff, and schools. Maintains regular, clear, and concise communication within area of responsibility.
4. Manages the program, including developing and monitoring the program budget to meet fiscal objectives; providing developmentally appropriate curricula including clubs that are linked to the Curriculum Frameworks and supports school day learning;
5. Assures compliance with the Department of Early Education and Care (EEC) and the Child and Adult Care Food (CACFP) Program regulations. Ensures that YMCA program standards are met and safety procedures followed. Provides staff leadership for annual fund raising campaign and committees as assigned.
6. Maintains proper records/department files.
7. Facilitates Family Advisory Council meetings and organizes special events for parents. Assists in YMCA fund raising activities.
8. Assists in the marketing and distribution of program information.
9. Performs other duties as assigned.

QUALIFICATIONS:

Bachelor's degree in related field or equivalent is preferred and committed to ongoing professional development.

At least two years of experience with elementary school age children in a licensed OST program (including summer camp). Experience and training relating to working with high-needs children preferred.

Compliance with EEC and DPH licensing regulations

Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

Ability to attend School's Out after school daily and closure day programming.

For Site Directors who also have a before school program at their site: ability to oversee and support before school onsite including build relationships with children, staff, and families; observe program operations; and provide coverage as needed.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee needs sufficient strength, agility and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.

While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.