



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA

June 2024

Assistant Site Director Education and AM Care Coordinator, Full Time

At the MetroWest YMCA, our cause defines us. We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive!

Imagine going to work knowing that what you do each day positively impacts the lives of the people in your community. Working at the Y, you'll discover more than a job - you'll have the opportunity to make a lasting difference in the lives of those around you! **Pay range is \$20.00 - \$22.00 per hour!** Equal Opportunity Employer.

POSITION SUMMARY:

The **School's Out Assistant Site Director (ASD) at the MetroWest YMCA works with Site Director to oversee the operations at a School's Out site in the MetroWest Massachusetts area. The AM Care Coordinator is a position that the Assistant Site Director also holds** - they are the leadership staff that runs the morning care program. You will be expected to ensure and maintain high quality programming, coach and supervise staff, develop collaborative relationships with children, families, staff, and schools, and meet all the standards set forth by the Department of Early Education and Care (EEC). This is a supervisory and liaison position.

QUALIFICATIONS:

- Must be at least 21 years old.
- Bachelor's degree in related field or equivalent is preferred and committed to ongoing professional development.
- At least one year 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 licensing regulations
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Reliable transportation, valid driver's license and satisfactory driving record.

- Flexibility to work at other MetroWest YMCA sites as needed and appropriate.

PHYSICAL DEMANDS:

- 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.

To Apply:

Download the [application](#) and email it including a resume to Employment@Metrowestymca.org