



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AFTERSCHOOL ADVENTURE CLUB SITE LEADER JOB DESCRIPTION

Job Title: Afterschool Adventure Club Site Leader

FLSA Status: Non-exempt

Status: P/T

Department: Childcare

Reports to: Childcare Coordinator and Summer Camp Director Revision Date: July 2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. This position provides support to the Afterschool program staff and participants.

ESSENTIAL FUNCTIONS:

- Administers the day-to-day operation of the site, ensuring compliance with licensure and YMCA standards.
- Responsible for the general health, safety, and presence of all children in care at all times.
- Trains and oversees program staff. Creates monthly staff site schedule.
- Maintains weekly check-ins with the Childcare Coordinator.
- Processes enrollments; maintains ongoing communication with parents and caregivers.
- Maintains staff files and manages required training hours.
- Plans and develops daily program schedules. Responsible for enacting the program schedule and being able to make executive decisions based on program needs.
- Works with children and staff in a positive and respectful manner. Addresses any behavior challenges in a positive and peaceful way.
- Holds monthly staff meetings.
- Adheres to site expense and supply budget. Maintains receipts and documentation.
- Maintains and administers medication to children in care.
- Performs other duties as assigned.

YMCA LEADERSHIP COMPETENCIES:

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:

- Must be 21 years of age.
- CPR/First Aid certified preferred.
- Management experience in a licensed childcare setting preferred.
- Excellent verbal and written communication skills.
- Ability to communicate with court officers and emergency personnel.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Organization and record keeping skills.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Ability to walk, stand, and sit (including on the floor) for long periods of time.
3. Must be able to lift and carry food and supplies weighing up to 20 pounds.
4. Ability to stand or sit while maintaining alertness for several hours at a time.
5. Position may require bending, leaning, kneeling, and walking.
6. Ability to speak concisely and effectively communicate.
7. Ability to view/enter data for long periods of time.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____