

**YMCA of Central Kentucky
Child Development Branch**

JOB ANNOUNCEMENT

July 14, 2010

Position Title

Site Director

Reports to

Child Development School Age Director

Hours/Status

Full-time, Hourly Non-Exempt

Salary Range

\$10.90/hr.

Know How:

- Minimum two years experience working with children; some college preferred
- Must meet state licensing requirements for a director of a child care center
- Previous supervisory experience preferred
- Demonstrated strong customer services skills; Ability to work well with children in cooperation with staff and parents
- Ability to build strong relationships with school administrators and faculty
- Excellent verbal and written communication skills
- Self-motivated team player

Primary Job Responsibilities:

- Plan appropriate activities, using YMCA curriculum, meeting needs of all children
- Responsible for safety of children at all times
- Plan daily, weekly, monthly lesson plans and assist staff with implementation
- Responsible for daily record keeping requirements
- Supervision of staff and adherence to all policies and procedures
- Attend functions at school site to support and create positive relationships between YMCA and school administration
- Control and maintain supplies, inventory
- Maintain state licensing standards and work with state licensing inspectors

Benefits

Available in accordance with existing YMCA Human Resources Management Guidelines to include retirement, health, vision and dental insurance, annual vacation and sick leave, YMCA facility metro membership & YMCA program benefits.

Application Deadline

Resumes and inquiries should be directed to:

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