



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# OPPORTUNITY AWAITS

## SCHOOL AGE DIRECTOR LANSING AVENUE CENTER

**WORK  
AT THE Y!**

Full-time employment opportunity to build relationships and provide support to children and families in our community by understanding the needs of the community and implementing programs that support before/after school, Kids Day Out and Summer Camp. These responsibilities include program development, staff relations, risk management, customer/community relations, licensing/professional accreditation, staff hiring, staff training, fundraising, marketing and budget development. Successful candidate will have experience working with children ages 4-12 and have an Associate or Bachelor Degree in Education or related field.



Working at the Y, you'll **discover more than a job** —you'll enjoy the opportunity to **make a lasting difference** in the lives of those around you. If you are a person who wants more than just a job, who wants your efforts to have an impact on your community and who wants to work in a welcoming and positive environment, then you are someone we'd like to work with us.

### Starting Wage:

- \$38,000-\$40,000 Annually

### Hours:

- Full-time, Exempt
- 40-45 hrs/wk, flexible scheduling

**Applications being accepted. APPLY TODAY!**

Please visit [doorcountyyymca.org](http://doorcountyyymca.org) for a full job description, and a list of other opportunities or to download an application.

**GENEROUS  
PAID TIME OFF**

**OUTSTANDING  
BENEFITS**

**FREE**  
Y Membership  
and program discounts

**CHILD  
CARE  
DISCOUNTS**

Including  
School Age  
and Day  
Camp!

**IT'S FUN!**

There is something new  
and exciting happening  
every day at the Y!

**HEALTH  
INSURANCE**

A variety of insurance  
packages are available.

**CAUSE  
DRIVEN**

Work with passionate people and help  
make our community a better place!

**DOOR COUNTY YMCA | [www.doorcountyyymca.org](http://www.doorcountyyymca.org)**

Northern Door Program Center  
3866 Gibraltar Road, Fish Creek, WI 54212  
920-868-3660

Sturgeon Bay Program Center  
1900 Michigan Street, Sturgeon Bay, WI 54235  
920-743-4949



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## DOOR COUNTY YMCA

Job Title: **School Age Director**

Job Code: SBSAD

FLSA Status: Exempt; Full-time

Job Grade: Exempt

Reports to: Youth and Sports Director

Revision Date: 7/27/21

Leadership Level: Multi-team Leader

Primary Function/Department: Youth

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The School Age Director is a cause-driven leadership position responsible for administration of policies and program activities of school age child care programs, ie: Before/After-School (Kids Club), Kid's Day Out, and Summer Day Camp, as well as Kids Care.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Administration of school age programs in accordance with Wisconsin Department of Health and Family Services, YoungStar and the YMCA of USA rules and regulations. Maintain accurate records to support adherence to regulations.
2. Develop, promote and implement age appropriate curriculum and activities.
3. Hire, train, on-board, supervise and mentor staff; conduct performance reviews against communicated goals and expectations.
4. Attend Program and Management Team meetings; conduct trainings and/or staff meetings in alignment with DHFS regulations.
5. Create a welcoming environment where staff, participants and their families feel safe and supported, relationships are developed, and staff are friendly and knowledgeable.
6. Develop, promote and communicate accurate and timely information regarding program offerings. Be knowledgeable about all YMCA programs, policies and procedures to cross-promote. Be ready to share the Y story with everyone who enters our doors.
7. Develop annual department budget for consideration; manage within approved budget.
8. Using Listen First skills, set, role model, and exceed member service expectations for our participants, members and guests (both internal and external). Deliver an exceptional level of service by listening, registering for classes and programs using operational software. Answer questions and work to resolve billing issues and inquiries.
9. Approve and make corrections for payroll using payroll software.
10. Know, understand and be ready to implement policies relating to the Risk Management Plan. Understand that you may be exposed to blood borne pathogens in your work.

**DOOR COUNTY YMCA** [www.doorcountyyymca.org](http://www.doorcountyyymca.org)

**STURGEON BAY PROGRAM CENTER** 1900 Michigan Street, Sturgeon Bay, WI 54235 P 920 743 4949 F 920 743 8812

**NORTHERN DOOR PROGRAM CENTER** 3866 Gibraltar Road, Fish Creek, WI 54212 P 920 868 3660 F 920 868 9970

11. Must be attentive and alert, making good decisions utilizing sound judgment.
12. Read, support and adhere to all work rules and conditions as specified in the Employee Handbook.
13. Communicate openly with your direct supervisor any concerns, questions, suggestions or criticisms, you may have heard. Be familiar with YMCA staff and their responsibilities/departments.
14. Assist in supervision of facility and participants; identify safety concerns and implement a plan to address them.
15. Be visible, friendly and deal directly with discipline concerns.
16. Establish community partnerships that help to support, compliment, or influence your work.

**LEADERSHIP COMPETENCIES:**

1. Critical Thinking & Decision Making
2. Project/Program Management
3. Communication and Influence
4. Developing Self & Others

**QUALIFICATIONS:**

1. Minimum of 21 years of age; bachelor's degree in a related field preferred.
2. Must meet education credentials as outlined in Table 251.05B of Group Child Care Center Licensing Code in DCF 251, or receive Wisconsin Child Care Administrator Credential within three years of hire
3. Knowledge, training and demonstrated proficiency in staff and program development and supervision is essential.
4. Ability to establish and maintain harmonious relationships with staff volunteers, members, and the community. Have and maintain certifications in CPR, AED, and First Aid.
5. Possess the skills and willingness to use financial information to manage the department.
6. Exceptional organizational and leadership skills are required as well as the ability to work independently and effectively with all YMCA staff.

**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. 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. The employee frequently is required to sit and reach, and must be able to move around the work environment.
3. Ability to instruct and demonstrate program instruction and skills that necessitate the ability to exert physical movements including stretching, bending, jumping, lifting (up to 30 pounds) and general fitness-type activities.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_