



## **YMCA of Orange**

**Title:** ASES Site Director

**FLSA:** Non-Exempt/FT

**Salary:** \$16.00-\$20.00 per hour \***Cap-\$20.00**

For over 90 years, the YMCA of Orange has served a unique role in Orange, Anaheim Hills, El Modena, and Villa Park. Focusing on enhancing the quality of life in the community, the YMCA provides opportunities for children, youth and families to join life-changing programs such as day camp, youth sports, extended day programs, summer camps, and resident camp. If you are a passionate and committed leader interested in joining a cause-driven organization committed to building community and professional development, the YMCA of Orange is the place to be. We look forward to receiving your cover letter and resume.

### **General Function**

The After School Education and Safety Site Director will oversee the After School Education and Safety Program, which is funded by After School Education and Safety Program (ASES) grant. The programs include three primary components: Academics Support, Academic Enrichment and Physical Activity. The After-school program operates five days a week, not including school holidays and Orange Unified School District furlough days. The goals are to improve literacy skill levels and academic performances, and to strengthen social skills in youth. This position is a seasonal position for the duration of school year, mid August through mid June. The ASES program is a state funded school supportive service.

### **Know How**

Individual must demonstrate excellent organizational, relationship building and communication skills. Must have the ability to interpret YMCA program philosophy and relate them to staff and participants in a positive manner. Exercises mature judgment and sound decision making.

### **Entry Requirements:**

1. Minimum 21 years of age
2. Current YMCA approved First Aid certification.
3. Current YMCA approved CPR certification.
4. Relevant experience working in a school and/or social services setting.
5. Experience in an administrative supervisory capacity with demonstrated decision making ability.
6. Work effectively with diverse district/school staff, parents, and community members.
7. Able to implement and supervise a positive learning environment, incorporating academics, enrichment and physical activity.
8. Fingerprint and TB test clearance.
9. Strong writing and communication skills
10. Bilingual (Spanish) recommended
11. B.A and/or B.S required (4-year degree)



### **Working Environment/Minimum Physical Requirement**

You must have the physical, visual and auditory ability to perform the essential functions of the job with or without reasonable accommodations. Position may require, sitting, bending, leaning and kneeling on an occasional basis. May be required to lift up to 40 pounds in order to perform essential functions.

All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Administrative office prior to beginning the first day of work. Employees may be rechecked every two years.

This position may require light physical activity such as filing, participating alongside youth activities such as hiking. Position may require light lifting, stooping, crouching or bending periodically.

### **Essential Function**

#### **1. Communication**

- Develop and maintain a high level of communication and positive relationships with other CBO's (Service providers), principal, teachers, office staff, lunch clerks, custodians, and after school staff.
- Be directly supervised by the YMCA of Orange, and receive general support from School Site Administrator.
- Develop and maintain positive parent relations.
  - Provide program orientation, encourage involvement, and maintain monthly contact.
  - Provide on-going parent workshops, services and special events.
  - Respond promptly and courteously to parent concerns and/or complaints.
  - Immediately notify YMCA of Orange support staff about parent concerns and/or complaints.
  - Communicate with parents/guardians regarding student progress and performance.
- Meet at least monthly with the School Site Leadership Team to coordinate program design, discuss evaluation processes and outreach efforts, and address program strengths and opportunities.
- Work closely with Teacher Liaison and School Site Leadership Team to:
  - Identify students and coordinate student outreach for the After School Education and Safety Program.
  - Align activities with the regular school day.
  - Conduct assessments and surveys.
  - Implement evaluation tools.



## 2. Development and Implementation

- Manage day-to-day operations of the program from the release of school until the last child is picked up.
- Wear YMCA staff shirt and safety badge at all times with appropriate attire.
- Ensure that all YMCA staff wear uniform and appropriate attire.
- Facilitate regular after school staff meetings and trainings.
- Manage and supervise after school staff.
- Assure safety and supervision of children at all times, with a 20:1 ratio of adults to children.
- Maintain high visibility at the site of the After School Education and Safety program.
- Assure classrooms and other shared school space is well maintained and left as found.
- Develop and maintain a schedule of academic, recreational and enrichment activities.
- Prepare and monitor staff schedules at all times, modifying it as necessary to maintain appropriate staff-to-child ratio.
- Assure accurate distribution and accounting of snacks.
- Submit monthly student attendance and student snack reports on a timely basis.
- Coordinate with all YMCA of Orange ASES programs, including OUSD site-based student support services.
- Needs to be present for the duration of the program.

## 3. Recruitment, Coordination and Collaboration

- Recruit and enroll program participants to meet grant average daily attendance requirements.
- Identify, train, and supervise teachers, paraprofessionals, volunteers, parent liaisons, and community partners to implement academic and academic enrichment activities.
- Attend school staff meetings to provide information and updates on After School Education and Safety Program.
- Establish and maintain partnerships with community based organizations, public agencies, local universities, city agencies, and other collaborators.
- Plan, implement and attend appealing and meaningful programs and events for parents and/or families on a regular basis; provide an ongoing network (formal and informal) of support for program parents.
- Establish an active Parent Committee.
- Establish a culture that embraces the YMCA of Orange Annual Giving Campaign.
- Ensure all staff meet mandatory training requirements.

## 4. Fiscal Management

- Oversee budget development and expenditure tracking.
- Submit staff timecards, without errors, by deadline to ensure timely paychecks.
- Help design a sustainability plan for After School Education and Safety Program.

## 5. Comply with all District and Grant Guidelines

- Oversee facility management, including attendance, snacks, custodial, classroom, security, safety, and transportation.
- Submit all required documentation on a timely basis, including attendance, snack counts, emergency forms, permission forms, board resolutions, payroll, and surveys.
- Coordinate evaluation process, including surveys of students, staff, and parents.
- Participate in all OUSD meetings, workshops, and activities organized by the YMCA of Orange and OUSD.



## 6. YMCA Community Activities

- Attend all Program and Safety Committee Meetings.
- All other duties as necessary

### **Effects on End Results**

This position has a significant impact on the effectiveness with which the YMCA accomplishes its goals and objectives in services to the community. The incumbent has an impact on the community's understanding of the YMCA movement.

1. High morale of the employed staff, collaborative partners and community stakeholders.
2. Fiscal success of all supervised programs.
3. School community and Special Programs Department of OUSD are enthusiastic about the YMCA of Orange.
4. Youth programming successfully meets YMCA Youth Development criteria for quality programs.
5. Meets all funding guidelines as outlined by Special Programs Department.
6. School community advocate for the YMCA of Orange.

\*Please no phone inquiries regarding this position. Submit cover letter and resume to:

Jane Avila  
Senior Program Director  
javila@ymcaoforange.org