



YMCA of Orange

Title: El Modena Site Leader

FLSA: Non-Exempt/PT

Salary: \$10.00-\$12.00 per hour *Cap-\$13.00

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 YMCA of Orange collaborates with the El Modena Family Resource Center. The program includes three primary components: Academics, Academic Enrichment and Recreation. The After-school program operates from the time school ends to 5:00 PM, Monday through Friday, not including school holidays, resource center closures and Orange Unified School District furlough days. The goals of the program are to improve literacy skill levels, academic performance, and to strengthen social skills in youth.

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 participants in a positive manner. Exercises mature judgment and sound decision making.

Entry Requirements

1. Minimum 18 years of age
2. Current YMCA approved First Aid certification.
3. Current YMCA approved CPR certification.
4. Experience working in a school and/or agency setting.
5. High School Diploma, twelve units of Child Development, or related coursework: one year of child care experience.
6. Ability to deal with stressful situations, is creative, and energetic.
7. Bilingual in English/Spanish and proficiency in English is required.
8. Proven ability to work well with participants of many abilities, backgrounds and personalities.
9. Able to implement a positive learning environment, incorporating academics, enrichment and recreation.
10. Fingerprint and TB test clearance.
11. Strong writing and communication skills



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 Association Office human resources department 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 including hiking. 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 administrators.
- Develop and maintain positive parent relations.
 - Provide program orientation, encourage involvement, and maintain monthly contact.
 - Respond promptly and courteously to parent concerns and/or complaints. Immediately notify Director of Extended Day Programs along with possible solutions.
 - Communicate with parents/guardians regarding student progress and performance.
- Meet at least monthly with Senior Program Director to coordinate program design, discuss evaluation processes and outreach efforts, and address any other issues.
- Work closely with Site Director to:
 - 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 you are assigned.
- Wear YMCA staff shirt and safety badge at all times with appropriate attire.
- Ensure that all YMCA staff wear uniform and appropriate attire
- Manage and supervise after-school staff.
- Maintain high visibility at the site of the Program.
- Implement academic, recreational and enrichment activities.
- Assure safety and supervision of children at all times, with a 20:1 ratio of adults to children.
- Assure classrooms and other shared site space is well maintained and left as found.
- Implement academic, recreational and enrichment activities.
- Assure accurate distribution and accounting of snacks.



3. Recruitment and Coordination

- Identify, training, and supervising paraprofessionals, volunteers, parent liaisons, and community partners to implement academic and enrichment activities.
- Complete data entry to meet YMCA of Orange requirements.
- Collect timecards from all staff 3 days before due date and ensure calculations are correct before submitting to Director.
- Attend required 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. County of Orange (FaCT), Community Action Partnership of Orange County and Family Assessment Counseling and Education Services, Inc. are enthusiastic about the YMC of Orange's role in the El Modena Family Resource Center After School Program.
2. Youth programming successfully meets youth development criteria for quality programs.

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

Jane Avila
Senior Program Director
javila@ymcaoforange.org