



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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# Akron Area YMCA Job Description

Job Title: Site Administrator, Part Time  
FLSA Status: Non-Exempt  
Reports to: Program Director

Date:

## Position Summary:

The Site Administrator will provide direction to all site staff; communicate effectively with parents, document attendance, absentees, emergency information on each child at the site, and inventory the quantity and quality of site supplies, equipment and materials on a regular basis and report in a timely manner. The Site Administrator will incorporate Caring, Honesty, Respect, Responsibility, & Faith into all aspects of their program areas.

## Essential Functions:

- Plan, implement & supervise the program in accordance with the goals and policies of the Y School Age Enrichment program
- Comply with all ODJFS state licensing guidelines and requirements
- Have complete knowledge of emergency procedures appropriate for the site to ensure the safety of the children and record as required
- May be responsible for monitoring childcare attendance records, sign in/out sheets and the Ohio ECC POS device
- Develop and maintain relationships with school district administration, parent groups and other organizations and agencies related to assigned programs
- Must provide updated registration information to the Director
- Ensure quality control standards and participants safety
- Treat all children, parents and staff with dignity and respect
- Follow age-appropriate discipline policy
- Interact with the children and provide positive role model during all activities
- Be responsible for the appearance and cleanliness of the learning environment of the site
- Attend all staff meetings, training sessions, workshops and conferences as requested or required
- Provide direction and leadership to all site staff
- Understand the need for and play an active role in the Annual Campaign & UW Campaigns
- Responsible for managing State Licensing inspections and responses.
- Assists Child Care Director in applying for and managing Step Up to Quality Star Rating.
- Take the initiative to do what needs to be done
- Maintain a professional demeanor and appearance
- Be dependable, punctual, and organized
- All other duties as assigned

## YMCA Competencies (Leader):

- **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:

1. Must qualify under ODJFS stipulations to be a Site Administrator
  - A copy of a high school diploma recognized by the state board of education or the appropriate agency of another state as equivalent to a high school education.
  - Each administrator, employee, and child care staff member shall receive a medical examination from a licensed physician, a physician's assistant, advanced practice nurse or a certified nurse practitioner within twelve months prior to the first day of employment.
  - Complete ODJFS orientation training shall be completed within thirty days of starting employment at the center as a child care staff member.
  - Complete FBI and BCI background checks.
  - The administrators shall be on site a minimum of one half of the hours that the child care center is in operation during the week
  - Two years of training verified by a transcript including four courses in child development. Two years of training shall be sixty semester or ninety quarter hours from an accredited college, university or technical college. Four courses shall be twelve semester hours or eighteen-quarter hours from an accredited college, university or technical college or CPL 3.
  - The administrator shall complete a rules review course provided by the Ohio department of job and family services within six months
  - Must Complete ODJFS Approved First Aid, CPR, Management of Communicable Diseases, and Child Abuse Prevention.
2. At least two years' experience working with children preferred
3. Must maintain professional appearance, strong communication, organization and administrative skills
4. Must believe in YMCA's philosophy and mission and willing to teach, model and implement character development values
5. Must be flexible and maintain positive attitude

Physical Demands:

- Must be able to lift up to 50 lbs.

Performance Objectives:

This position can and should positively affect the physical, mental, social and emotional development of the YMCA participant. The Site Administrator will successfully fulfill his/her job description by meeting or exceeding the childcare and youth development programs. Participants should always have a positive and enjoyable experience at the YMCA.

I have read and understand the above job description for the position of the Site Administrator.

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Staff Member

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date