



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

### **Position Description: Y-ASPIRE Site Director**

**FLSA Status:** Non-Exempt  
**Employment:** Part-Time  
**Reports to:** Program Director

**Organization:** Founded in 1895, Meeting Waters YMCA's mission is "Building strong communities by inspiring all to develop healthy spirit, mind and body." Y-ASPIRE, our flagship program, helps us achieve this mission by providing quality, enriching "out-of-school" programming that benefits area youth, families, businesses and communities throughout the Connecticut River Valley. We are one of nearly 2,700 YMCAs in the US and nearly 5,000 around the world. While each "Y" is fiscally and programmatically autonomous, there are ample opportunities for training and development, sharing of best practices, mutual support, and career opportunities around the country. In fact, Meeting Waters YMCA, while one of the smallest Ys in the country by budget, is a national model for both its Healthy Eating and Physical Activity (HEPA) Standards, its Family Engagement policies and practices in Y-ASPIRE, as well as its use of the "Developmental Assets" approach to youth development that underpins Y-ASPIRE's culture and curriculum.

**Overview:** The Y-ASPIRE Site Director serves as the group leader of one site of the Y-ASPIRE program. S/he plans and leads a daily schedule of activities which create a nurturing, exciting, safe, enriching, and fun learning environment for children in the after-school and out-of-school hours.

**Essential Functions:** The core tasks to be performed by the Y-ASPIRE Site Director are to:

- plan a dynamic, age-appropriate and diverse curriculum for each program day based on the monthly Y-ASPIRE theme;
- build effective and authentic relationships with participants and parents;
- purchase healthy food and drink for daily snack;
- supervise and mentor the Program Assistant(s);
- maintain records in accordance with state licensing guidelines and MWYMCA practices;
- ensure safe, loving and nurturing care for all students at all times;
- communicate with appropriate school staff and our Program Director regarding issues of safety, behavioral problems and other concerns;
- communicate with parents on a regular basis on each child's accomplishments, behavior and

### **Meeting Waters YMCA**

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**Strengthening the foundations of community through youth development, healthy living and social responsibility.**

development;

- ensure that the spaces used for the program are left as they were when the group entered them;
- share your wisdom, talents and experiences with other Y-ASPIRE Site Directors at monthly staff meetings.

**YMCA Leadership Competencies:**

- *Mission Advancement:* Accepts and models the Y's core values of caring, honesty, respect and responsibility. Demonstrates a desire to serve others and address community needs.
- *Collaboration:* Views youth participants and parents as resources and engages them as partners in creating a caring and effective program culture. Works effectively with other stakeholders including school personnel at their host site.
- *Operational Effectiveness:* Committed to facilitating a high-quality, safe, and enriching culture and curriculum based on MWYMCA's mission, Y-ASPIRE philosophy and outcome objectives, and YMCA best practices.
- *Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change. Has the functional and technical knowledge and skills required to perform well.

**Qualifications:** Qualifications for the Site Director are a combination of state school-age child care regulations and quality standards of Meeting Waters YMCA. They include: a minimum of three years' experience in education, child care, youth work, or recreation; four higher education courses in a related field of study (can be completed within 18 months from start of employment); certification in First Aid and CPR (can be completed within one month from start of employment); must pass a criminal background check; ability to communicate with and support both youth and their parents; and commitment to modeling our Y core values.

**Hours of Employment:** The main hours of employment are from the close of school (anywhere between 2:30 and 3:00 depending on the site) until 6:00 pm. On days when schools are closed for vacations, teacher in-service training or other reasons, the Site Director works from 8:00-6:00 pm (except where, on occasion, program sites are brought together and the staff from both/all sites divides the hours). Curriculum planning and food shopping are also paid and are done at a time that is convenient to the Site Director.

**Compensation:** This is an hourly, non-exempt position paying \$14 - \$16/hr. Training time is paid, up to the required number of hours for licensing compliance and/or as determined by the employee's Individual Professional Development Plan. Regular part-time staff is entitled to payment for holidays falling on normally scheduled work days, for the regularly-scheduled number of hours.