



We build strong kids,  
strong families, strong communities.

## JOB DESCRIPTION

TITLE: Assistant Site Director  
REPORTS TO: Site Director  
SALARY: \$11.00-\$13.00 per hour depending on experience and education

EMPLOYMENT PERIOD: 32 - 40 hours/week. Employment period includes typical school vacations (i.e., spring, winter and summer breaks).

### GENERAL FUNCTION

This position is responsible for assisting the Director with program development, implementation, supervision of children, working as a member of a team and administration.

### MINIMUM REQUIREMENTS

Must be at least 18 years of age. Must have a minimum of 6 months experience and 12 units in Early Childhood Education, Recreation, Elementary Education or related coursework. Must have knowledge of and some experience in staff supervision and program development.

As per state licensing requirements, candidate must have a current physical and TB test as well as a finger print check prior to employment. CPR and First Aid Certification required, as well as mandated Health & Safety Training Certificate. College transcripts must be provided prior to employment. The employee is required to take a 3-hour Child Abuse Awareness training through the YMCA within the first 30 days of employment. If the employee has not met the requirements as stated above within the first 30 days, they will be suspended until they are in compliance.

### AREAS OF RESPONSIBILITY

1. Supervise program in Director's absence.
2. Assist Director in checking children's attendance.
3. Prepare attendance sheets for facility each week.
4. Plan snack schedule each week.
5. Assist in marketing program when a potentially new family comes to obtain information if Director is not present or is occupied.
6. Attend staff meetings weekly, and when asked by Director, to facilitate them as well.
7. Assist Director with accounting tasks such as receipting payments.
8. Assist Director as liaison between school personnel and Sunshine Company.
9. Assist Director in purchasing supplies as needed.
10. Assist Director in planning and conducting a creative program that is age appropriate for school age children.
11. Supervise children; being responsible for their health and safety at all times.
12. Assist Director in planning and conducting special events.
13. Assist with care and maintenance of equipment and site including daily clean-up of activities and site as well as scheduled site maintenance. Assist Director to oversee cleaning details are accomplished by staff.
14. Treat all children with dignity and respect; follow discipline procedures as outlined by Director.
15. Attend parent or parent/child events related to program.
16. Continue with professional development through reading and further education.
17. Participate in the YMCA annual fund raising campaign phone night.
18. Act as a role model, representing the YMCA.

Sonoma County Family YMCA

- 1207 College Avenue • Santa Rosa, CA 95404 707-544-1829 • Fax: 707-544-4432
- 1111 College Avenue • Santa Rosa, CA 95404 707-545-9622 • Fax: 707-544-7805

