



We build  
strong kids,  
strong families,  
strong communities.

## JOB DESCRIPTION

**TITLE:** Y on Wheels Site Director  
**REPORTS TO:** Community Programs Director  
**SALARY:** \$9.50-\$11.00 per hour  
**EMPLOYMENT DATES:** Program runs through the School year

## GENERAL FUNCTION

Under direction of the Community Programs Director the Site Director is responsible for the planning, supervision and overall facilitation of the after-school sports based recreation program for children ages 5-12.

## KNOW HOW

Must have knowledge of and experience in program planning and ability to supervise others. Must like children and have ability to work with them and understand their needs. Must have knowledge of sports curriculum and skills development. Must have ability to problem solve. Must have ability to relate to parents and school administration as needed.

## JOB REQUIREMENTS

1. Minimum age: 18 years of age at time of employment.
2. Current CPR and First Aid certificates by time of employment.
3. Must attend all mandatory training sessions, including Child Abuse Training and New Employee Orientation.
4. Must have a minimum of 2 years experience in a responsible leadership position and have experience in programming youth activities, including but not limited to sports, group games and arts and crafts.
5. Prefer that applicant have completed one year of college.
5. Familiarity with the Program Manual and information received and distributed during trainings.
6. Employee must be fingerprinted at time of hire.
7. Bi-lingual Preferred, but not a must.

## KEY RESULT AREAS

1. Administration and program planning; specifically the development and delivery of sports curriculum.
2. Supervision and scheduling of staff, provide open communication with staff and instruct staff in their specific duties.
3. Assist in Program registration, fee collection and all necessary paperwork required.
4. Conduct weekly staff meetings and program planning with staff.
5. Attend training sessions and staff meetings as scheduled.
6. Provide for health and safety of campers and staff, know emergency procedures.
7. Assist in purchasing and maintaining supplies for program as needed.
8. Responsible for care and maintenance of equipment and site.
9. Maintain regular open communication with immediate supervisor, parents and school administration.
10. Complete written staff evaluations prior to the end of the school year.
11. Act as a role model representing the YMCA and carrying out the YMCA Character Values.

## **Sonoma County Family YMCA**

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