**GREENSBURG YMCA**

JOB POSTING

**SCHOOL AGE CHILD CARE SITE DIRECTOR**

RATE OF PAY: **$9- $10 /Hr (based on experience &/or education)**

+ voluntary benefits

HOURS PER WEEK: 30-35 hrs/wk (part time)

\*Programs are held on-site at local elementary schools before school (6:45 am – 8:45 am) & after school (3:30 pm – 6:00 pm)

REQUIREMENTS: Human Service related degree

APPLY: **Send Resume to:**

SD/YMCA HR

226 South Maple Avenue

Greensburg PA 15601

**Email:** Cbonnice@westmorelandca.org

**Fax:** 724-834-0669 *(Attn: Cara)*

**Apply online**: <http://greensburgymca.org/careers/job-postings/>

Responsibilities: Plans, develops and monitors programs budget. Recruit, interview, select, train, and develop employees to ensure a stable, efficient and quality workforce is available. Monitor staff performance to ensure performance standards are met. Conduct performance reviews, and corrective action. Administer safety compliance and communicate to employees. Communicate effectively with all levels of staff in a manner that promotes a team spirit and a sense of cooperation. Plan, schedule and facilitate monthly staff meetings various fund raising events. Develop and maintain collaborative relationship with parents, other community organizations and customers. Establish new program activities and expands program within the community in accordance with strategic and operating plans. Coordinating and planning daily activities with the group supervisors or with the assistant group supervisors in school age program. Other duties as assigned.

YMCA IS AN EQUAL OPPORTUNITY EMPLOYER

8/28/14