



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE NORTHWOODS

Job Title: School Age Childcare Administrator

FLSA Status: Exempt

Revision Date: 7/7/2025

POSITION SUMMARY:

Under the direction of the Program Director or Executive in charge, the School Age Childcare Administrator, in harmony with the Christian nature and Mission of the YMCA shall be responsible for the development, organization, and implementation of high-quality programs and events in areas of the Summer Camp, Family and other childcare related departments as directed. Additionally provides leadership to ensure that all services offered through the Y meet the strategic goals the YMCA as set forth to build relationships with and between; staff, members, volunteers, program participants and the communities the YMCA serves.

ESSENTIAL FUNCTIONS:

1. Develops, implements and manages operating plans, events and schedules to promote program and/or membership growth and retention for the YMCA. Executes strategies to ensure that members and/or participants connect with one another and connect with the YMCA.
2. Develops and controls budgets related to position responsibilities
3. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives. Establishes new program activities and expands program within the region in accordance with strategic and operating plans.
4. Acts as Administrator, Director and on-site Health Supervisor as needed for DCF programs assigned. Administrator: responsible for the center's management, including personnel, finance, physical plant, day-to-day operation of the center.
5. Responsible for supervision of planning and implementation of the center's program for children, supervision of staff, staff meetings, orientation and continuing education for staff.
6. Ensures quality results by monitoring and evaluating program effectiveness and adhering to program standards. Provides data and reports as required for assigned programs.
7. Keeps updated professional knowledge of all programs through self-study, research, and/or conference/workshop participation.
8. Recruits, trains, develops evaluates, and directs staff and volunteers in assigned areas to ensure safe, high-quality member/participant focused services through innovative program development, evaluations and ongoing staff training. Ensures staff certifications are current and complete. Models relationship-building skills in all interactions.
9. On an on-going basis support staff who plan, conduct and evaluate daily program of developmentally appropriate activities and learning experiences for children. Create opportunities to meet the changing needs of the developing child.
10. Adhere to all applicable DCF Licensing Rules for Wisconsin guidelines and YoungStar quality guidelines
11. Perform all other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through

The Y: We're for youth development, healthy living, and social responsibility.



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engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Be at least 21 years of age
2. Have completed high school or its equivalent
3. Have at least one year of experience as a manager or a satisfactory completion of a DCF approved course in business or program administration.
4. One year of experience as a center director a child care teacher in a group care center or kindergarten, or as a licensee of a family child care center or satisfactory completion of a DCF approved course.
5. Thorough knowledge of age developmental patterns, needs, and developmentally appropriate practices.
6. Effective verbal and written communication skills, along with the ability to effectively implement and share knowledge with staff.
7. Working knowledge of DCF 251 Licensing Rules for Wisconsin
8. Certification in First Aid and CPR or the ability to attain within 30 days of hire.
9. Participate in 15 hours (full time staff) of continuing education per year to maintain licensing certification.
10. Maintain concentration, focusing on multiple tasks simultaneously
11. Manage time effectively and meet deadlines
12. Knowledge of YoungStar quality guidelines and ability to meet them.
13. Have or obtain YUSA Team Leader Certification within 3 years of hire

EFFECT ON END RESULTS:

1. Effective relationship building that manifests into personal relationships with other members, staff, volunteers, families.
2. Works well with other staff to promote YMCA values
3. Models the YMCA mission and values while on the job
4. Maintains and grows high quality programs for participants

PHYSICAL DEMANDS.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, speak and hear. Sitting, 50%, walking and/or standing 50%. Lifting and/or moving occasionally up to 50 pounds.

I understand and mutually accept the above descriptions to the job to be performed.

Employee Signature

Date

Supervisor Signature

Date