



## YOUTH SERVICES

### ASSOCIATE SITE DIRECTOR (LICENSE EXEMPT)

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Associate Site Director (License Exempt) will be responsible for assisting in developing and implementing a program of creative learning experiences and enrichments, and recreation activities for students.

#### EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises program for site; demonstrates good judgment
- Maintains positive relationships with students, treating them with respect in all situations; models appropriate behavior
- Provides effective classroom management; supervises classroom routines including toileting and snacks
- Plans and implements a calendar of age-appropriate activities, demonstrating cultural competency and inclusiveness
- Plans and implements a snack calendar, ordering supplies as necessary
- Maintains accurate and current files on all children and staff in the program. Alerts Youth Services Manager of any deficiencies
- Registers families annually for school sites
- Oversees site payments, including: billing for care, registration fees, regular tuition, drop in fees, late pick-up fees, applying credits. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Maintains accurate billing/payment records for site
- Oversees payments. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Addresses any injuries and applies first aid/CPR where appropriate, alerts parents
- Plans, conducts and documents disaster drills for the safety of all children and staff
- Maintains positive relationship with parents, staff, and the public in accordance with the policies and practices of the District; manages confidential information
- Reports suspected child abuse to Child Protective Services in a timely manner. Alerts the Youth Services Manager and provides a copy of the paperwork submitted
- Addresses Workers' Compensation accidents immediately and follows through in accordance with the policies and practices of the District. Reports all accidents/incidents/injuries to the Youth Services Manager and processes essential paperwork in a timely manner
- Creates and maintains an appealing classroom environment, adapting for changing seasons and themes.
- Oversees sanitary practices and cleanliness of the facility, reports cases of lice and contagious illnesses to the Youth Services Manager
- Alerts the Youth Services Manager regarding issues with payments, parents, safety, building maintenance or any area directly impacting the program



- Provides on-the-job training where applicable
- Performs other work/duties as assigned
- Provides input for staff reviews as requested
- Responds to questions from the public

### **NON-ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Plans/participates in special events, community involvement and/or field trips
- Provides periodic training/staff meetings for site staff in conjunction with the Youth Services Manager
- Attends departmental meetings as scheduled

### **KNOWLEDGE, SKILLS AND ABILITIES**

Innovation and creativity; strong organizational skills; effective classroom management; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, and spreadsheets, preferably on PC based systems; principles and practices common to Youth Services, analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact.

### **WORK ENVIRONMENT**

The position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. It requires working in both an indoor, temperature-controlled classroom environment and in outdoor environment in all weather conditions including wet, heat, cold, and exposure to dust, pollen and cleaning chemicals. It requires both near and far vision and competent/adequate hearing when supervising children both in the classroom and on the playground. The noise level of the indoor setting can be loud. Must be available to work on days and times assigned, which may include evenings or weekends. Capable of walking, running, standing, playing games up to 90% of the work day, occasionally on uneven terrain. Able to climb stairs, lift items up to 30 lbs., and assist children in case of injury.

### **REQUIRED QUALIFICATIONS**

Department of Justice clearance

High school degree or equivalent. Must be at least 18 years of age. In addition:

At least six months experience supervising children.

Enrolled in at least 3 units of ECE, continuously until 12 units are completed.

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*Revised July 30, 2023*



**And/Or:** 6 units completed in Early Childhood Education and 9 units toward a teacher/recreational or related degree for a total of 15 units.

**And/Or:** A.A. or B.A. degree from an accredited college or university with at least 6 units in Early Childhood Education.

**And/Or:** Child Development Site Supervisor Permit.

**And/Or:** Child Development Program Director Permit.

## **LICENSES, CERTIFICATES AND IMMUNICATIONS**

Current First Aid and Infant/child CPR certifications are required and renewed every two years. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment. Mandatory Reporter Training is required and renewed every two years.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")



**COMPENSATION:** Full-time/part-time/temporary/seasonal position. This position requires you to carry out your duties on-site.

Wage rate range

Full-time union position/ Part time/Seasonal/Temporary non-union position:

\$19.66 - \$25.71

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**