



YMCA

We build strong kids,
strong families, strong communities.

POSITION TITLE: YMCA SITE MANAGER

SCHOOL PROGRAMS DESCRIPTION:

Located at Heritage Elementary, in Ogden, Utah, the YMCA after school programs engage a diverse population of students in grades K-6th in a wide range of academic, social and physical enriching activities that focus on the YMCA core values of caring, honesty, respect, and responsibility. Daily activities include homework help time, outside/physical movement time, snack time, and activity/club time. Activities/clubs topics include sports, games, health education, literature and math, multicultural awareness, arts and crafts, science and technology and more. Additionally, students are able to interact with positive role models through dedicated staff members that truly take an interest in them and their development.

GENERAL JOB DESCRIPTION:

Are you looking to make a huge impact in the lives of youth, their families and the community? Do you want an opportunity to make the most of your enthusiasm, humor, integrity, positive attitude and leadership? Do you have desire, flexibility, patience, and ability to work with children?

YMCA is looking for candidates with an ability to build a cohesive team and program to benefit kids. Site Managers have the significant responsibility of developing a positive, welcoming and nurturing atmosphere to ensure that student participants are safe, secure, having fun and developing skills that will help them become successful adults and citizens. The general responsibilities include but are not limited to the following:

- Plan and lead activities for elementary aged students that attend YMCA program. Activities are aimed at increasing student's academic, social, physical, emotional and spiritual wellbeing.
- Assess program needs and ensure program meets or exceeds all quality and financial measures.
- Provide a positive role model for students.
- Recruit and register students for YMCA programs.
- Build relationships with school personnel and community partners.
- Coordinate efforts with school in student's academic needs and help to identify and track those needing assistance with school academic performance.
- Interact and inform parents of students' progress and community resources.
- Manage program budget and paperwork including grant tracking data, children progress, attendance, volunteer hours, etc.
- Supervise program teacher and volunteers on site.
- Communicate with Program Director on a regular basis.

QUALIFICATIONS:

High School Diploma required, BS or BA degree preferred. Previous experience in child-care, youth development and /or recreation. Very organized and reliable. Demonstrated success in an independent work environment. Management of personnel and/or leadership. Knowledge of finances, budgets, grants and receipting of money. Computer skills Spanish speaking a plus!

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SCHEDULE AND SALARY:

Hours **29.5 hours weekly.** Depending on schedule approximately 1:00pm-6:00pm daily with one mandatory 2 hour site manager meeting weekly from 10:00am-12:00pm on Tuesdays. Additional hours will be incorporated into schedule based on individual need.

Salary \$12 (depending on experience)

ORGANIZATION:

The YMCA of Greater Salt Lake has been building strong kids, strong families and strong communities in Utah for over 100 years. As a part of the largest not for profit community service organization in the United States, the YMCA in Salt Lake manages seven after school programs throughout the valley and Camp Roger, a summer resident camp located in the Uinta Mountains. All YMCA programs work to build healthy mind, body and spirit in participants through activities focused on the core values of caring, honesty, respect and responsibility and with the goal of having FUN!

APPLICATION PROCEDURES:

Download and fill out application at www.ymcasaltlake.org and e-mail application, two letters of recommendation and resume to jsmith@ymcasaltlake.org

(Please do not try to submit this application online as we are experiencing technical difficulties with the online version. Thanks!)