



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF AUBURN-LEWISTON

### JOB DESCRIPTION

Job Title: **Senior Program Manager** - School Age & Summer Camp.

FLSA Status: Exempt.

Reports to: Executive Director of Youth Development.

Supervises: School age staff during the school year and camp staff during the summer months.

---

#### POSITION SUMMARY:

This Senior Program Manager position is responsible for directing all aspects of the Y's School Age Program, including Y Kids Camp during the summer months. This position ensures that our School Age Program will maintain a safe, stimulating, high quality programming where children can learn, grow, thrive, and explore. This Senior Program Manager will create an environment and providing a place where parents feel comfortable leaving their children, knowing they are safe and well cared for.

#### ESSENTIAL FUNCTIONS:

1. Support and promote the Mission of the Auburn-Lewiston YMCA.
2. Responsible for the overall performance of the school age & summer programs.
3. Meet regulations for state and city licenses to include all staff training requirements.
4. Maintain attendance records and transportation sheets.
5. Coordinate transportation needs with Facilities Director.
6. Facilitate orientation and enrollment process with new school age families.
7. Working with families as concerns and issues arise.
8. Ensure that all health and safety standards are met and followed through.
9. Set measurable goals for the school age program on a yearly basis.
10. Plan appropriate curriculum activities for all school age groups.
11. Plan field trips accordingly.
12. Provide direct care in school age programs, in addition to administrative responsibilities.
13. Assists in the recruiting, hiring, training, developing, scheduling of school age staff. Also assists in evaluating staff performance. Develops strategies to motivate staff and achieve goals.

#### QUALIFICATIONS:

1. Associates Degree in Early Childhood Education or closely related field. Will consider applicants who are currently enrolled in ECE or like degree program.
2. Three years direct care experience OR a CDA (Child Development Associate) (or its equivalent to) with 5 years direct care experience AND has had prior supervisory experience.
3. Must be 21 years or older.

## PHYSICAL DEMANDS

- Ability to lift up to 50 lbs.
- Ability to move furniture in a classroom.
- Must be able to sustain long hours of active work and supervision.
- Transport and/or supervise children on a vehicle as needed, additional training is required.

## MENTAL DEMANDS

- Ability to work under pressure.
- Effective communication skills, both verbal and written, when dealing with employees, children, and families.
- Must possess strong decision-making, problem solving, and analytical abilities.

This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management. Signature below indicates that you have read, understand, and agree with the job requirements and expectations.

Employee's Signature

Date \_\_\_\_\_

Supervisor's Signature

Date