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| 2247 Lake Avenue,  Ashtabula, OH 44004  PH-(440) 994-1234 | EMPLOYER  JOB ORDER FORM | **PLEASE EMAIL THIS FORM TO:**  **Hattie Grubke-Barnard**  **Email:** Hattie.Grubke-Barnard@jfs.ohio.gov  **Phone: 440.994-2508** |

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| Company | COMPANY NAME **Ashtabula County Family YMCA** | ADDRESS / CITY / ZIP CODE **263 West Prospect Rd**  **Ashtabula, OH 44004** |
| CONTACT NAME/TITLE **Annette Griffin** | EMAIL ADDRESSagriffin@ashtabulaymca.org |
| PHONE NUMBER **440-997-5321** | FAX NUMBER440-992-5899 |
| FED ID NUMBER 34-0726066 | DATE |

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| Position(s) Available | JOB TITLE Geneva School Age Program Site- Administrator | | | | | | | WORK ADDRESS  **Geneva Platt R. Spencer Elementary School**  **755 Austin Road**  **Geneva, OH 44041** | | | | |
| OPEN DATE | | CLOSE DATE (OMJ can only run an order for 30 days \*) | | | | | | MIN HRS/WEEK  32.50 | | MAX HRS/WEEK  35 | |
| MINIMUM SALARY $ per hour  12 | | | | MAXIMUM SALARY $ per hour    12.75 | | **NO. OF OPENINGS**  **1** | | MAXIMUM NO. OF REFERRALS | | **SELECT ONE**  FT xPT SEAS TEMP | |
| **SELECT WORKDAYS**  SUN x MON x TUE x WED x THU x  FRI  SAT | | | | | | | | **SELECT SHIFT(S)**  1ST   2ND   3RD x SPLIT  ROTATING | | | |
| CHECK IF REQUIRED PRIOR TO HIRE FOR THIS POSITION: x Background Check  Drug Screen  Driver’s License | | | | | | | | | | | |
| **POSITION SUMMARY:**  This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA child care program(s).  Applications are being accepted for the 2022-2023 school year.  Training will begin once hired.  A quarterly bonus of $200 is currently being offered.  **JOB DESCRIPTION**   1. Manages, directs and coordinates the school age childcare programs for assigned location(s) and at the YMCA when required during school days off and summer. Ensures high quality programs and establishes new program activities. Expands program within the community in accordance with strategic and operating plans. 2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and **achieve** goals. 3. Develops, manages, and controls budgets when required related to the position. Ensures program operates within budget and that program fees are collected. Supports and budgets for healthy eating through coaching, mentoring, and monitoring menu quality. 4. Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met, and safety procedures followed. 5. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living. The program follows CDC guidelines as updated. 6. Develops and maintains relationships with state childcare licensing agency, school administration, parent groups and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner. 7. Maintains knowledge of and compliance with ODJFS rules and Step Up to Quality requirements. 8. Provides staff leadership for annual fund-raising campaign and committees as assigned. 9. Maintains proper records/department files. Monitor updates for ODJFS state forms and make changes as needs. 10. Organizes special events for parents. Assists in YMCA fund raising activities. 11. Maintains all registration and billing related to assigned location(s) including ODJFS Child Care Times, Attendance, and Payment. (TAP) System and Daxko Operations System. 12. Assists in the marketing and distribution of program information. 13. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program. 14. Performs other duties as assigned such as supervision of children in the classroom and all activities when covering staff or during your shift. | | | | | | | | | | | |
| BENEFITS x  401K x  Childcare x  Dental x Educational Assistance x Health Insurance x Paid Holidays x Retirement Benefits x Sick Leave x Vacation  No Benefits | | | | | | | | | | | |
| APPLICANTS WILL APPLY FOR POSITION BY CONTACTING:x OhioMeansJobs  EMPLOYER by:  Phone, Fax,  Mail,  Email,x  Apply online, In-personAshtabula County Employer Contact Info: Annette Griffin | | | | | | | | | | | |
| PUBLIC DISCLOSURE x **FULL DISCLOSURE  NON-DISCLOSURE (Only job description, title, skills, wage, hours viewed by**  **(Name of Employer will be advertised) the public. Employer name will NOT be advertised to the public.)** | | | | | | | | | | | |
| Applicant | DESIRED SKILLS (3-5 key skills sets required) Computer Skills-Word, Excel  Communication Skills- Verbal/Written | | | | | | | | | | | |
| EXPERIENCE REQUIRED:\_\_\_\_ \_\_MONTHS\_\_\_ \_2\_ YRS. | | | | | 1. MINIMUM **EDUCATION REQUIRED:** Bachelor's degree in related field or equivalent and at least two years accredited training in child development or early childhood education. 2. One to two years related experience preferred, as a coordinator or supervisor of childcare programs. 3. Minimum age of 21. 4. Typical requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens. 5. Fulfillment of state-specific hiring standards and completion of YMCA program specific certifications. 6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community. 7. Employment contingent upon successful completion of FBI/BCI Criminal Background Check and required employment physical. 8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).  * 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. * Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children’s activities. | | | | | | |
|  | | **ONET CODE:** | | **ONET TITLE:** | | | | | | **OMJAC STAFF:** | | **ASSIGNED JOB ORDER NUMBER** |

*Rev 10/14/15* ***\* Please note if you would like the order run again after 30 days contact OMJAC.***