

position title	Kids Place Site Director Gahanna Mifflin Presbyterian
location	Gahanna – Mifflin Presbyterian Church
department / section	Children’s Programs / Kids Place Afterschool program
employment status	Full-time / Exempt
schedule	Monday – Friday, 2:00pm – 6:00pm (onsite hours), as well as Administrative planning time. Schedule may vary to meet the operational needs of the program.
duties	<ul style="list-style-type: none"> • Plans and implements daily activities and projects for youth in grades K-5 in alignment with the Ohio K-12 Academic Guidelines. • Ensures compliance with all agency and Ohio Department of Job and Family Services licensing requirements and accreditation standards. • Interacts with parents to keep them informed of program activities, special events, and addresses questions and concerns. • Directs on-site supervision of all staff, including participating in hiring process and maintaining appropriate disciplinary and performance records. • Completes staff performance evaluations. • Purchases all necessary equipment and supplies and operates within specified monthly budget. • Maintains expense reports and submits to Kids Place Program Administrator monthly. • Assists Program Director in the development of annual marketing plan. • Develops and maintains school and community partnerships.
education	Four-year degree in Elementary Education, Child Development, Recreation or related field; or a two-year degree in Child Development combined with childcare experience; minimum 18 quarter or 12 semester hours in Child Development/Early Childhood Education.
required qualifications	<ul style="list-style-type: none"> • Minimum one year experience working with school-age children in a classroom or group setting and curriculum planning experience. • Must be able to recognize and act upon any hazards to a child’s safety and well-being • Desire to further the mission of the YWCA: Eliminating racism and empowering women.

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desired qualifications	<ul style="list-style-type: none">• Supervisory experience• Knowledge of child development• Familiarity with ODJFS licensing Regulations• Familiarity with Step Up to Quality• Experience working in a Faith based environment
fringe benefits for employees	<ul style="list-style-type: none">• Discounted child care for employees children• Discount with Verizon Wireless
posting dates	Until filled
how to apply	Email resumes/applications to careers@ywcacolumbus.org or send by mail: Human Resources YWCA Columbus 65 South Fourth Street Columbus, OH 43215