

School Age Director

Greater Lowell Family YMCA

Location Lowell , MA

Job Description

The School Age Director is responsible for all aspects of the overall planning, organization and administration of the year-round School Age program. They will oversee the operation of 3 sites and overall supervision of 25 to 30 staff .

Qualifications

Bachelor's degree strongly preferred along with 3 to 5 years of experience overseeing and supervising School Age programs. He or she must have working knowledge of Mass Dept. of Early Education and Care regulations. The individual must have experience with curriculum design and delivery and be innovative and creative. We are also seeking a person who has strong relationship building skills since they will be working with parents, local school administrators and volunteers.

Essential Functions

- Responsible for licensing through Dept. of Early Education and Care and creating systems for maintenance of compliance at all sites.
- Reviews and evaluates enrollment in conjunction with our revenue goals and existing budgets.
- Works closely with Site Director or Coordinators to develop strong relationships with the schools and communities which they serve.
- Responsible for the ongoing recruitment, selection, training and development of staff to ensure successful programs.

Salary is commensurate with experience