

# JOB DESCRIPTION

Aberdeen Family YMCA  
5 South State Street  
Aberdeen, South Dakota 57401



## Position: Co-School Age Director

**Supervisor:** Director of Youth Development  
**Position Type:** Full-time

**Last Updated:** September 2025  
**Position Status:** Non-Exempt

### GENERAL DESCRIPTION:

This position is responsible for developing, organizing and implementing high quality YMCA school age child care programs. The Co-School Age Director will manage the daily activities of the Youth Development Center (YDC) school age programs at all program areas, including scheduling and supervising staff, managing transportation plans, ensuring that the core values of the YMCA are modeled to all children, staff and parents. The Co-School Age Director will manage enrollment and market programs to reach enrollment goals.

**ESSENTIAL FUNCTIONS:** *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work varied hours; Primarily early mornings, days, M-F with an occasional evening or weekend as assigned.
- Ensuring high quality after school and summer programs for school age children. Helps to expand programs within the community in accordance with strategic and operating plans.
- Assists the Director of Youth Development and YDC Business Coordinator with various office tasks as needed.
- Assists with YMCA and YDC special events.
- Coordinates YMCA family fun nights.
- Demonstrates fiscal responsibility by developing and managing department budget to achieve revenue targets and expense controls.
- Recruits, hires, trains, develops, schedules and directs school age staff and volunteers at all locations that offer school age programs. Reviews and evaluates school age staff performance. Develops strategies to motivate school age staff and achieve goals.
- Ability to demonstrate effective management of staff- to address, accurately document and appropriately resolve difficult situations in a timely and professional manner.
- Assures compliance with state and local regulations as they relate to program areas. Ensures that YMCA program and state licensing standards are met and safety procedures followed.
- Maintains all pertinent records, forms and mailings in regards to the school age school year and summer programs.
- Assists in the marketing and distribution of program information to the community.
- Works cooperatively as a team member with other supervisors and staff. Supports management decisions to staff, parents and the public.
- Effectively communicates any program/enrollment or staffing procedures which may affect licensing requirements and scheduling.
- Ensure safety and security of all participants in Youth Development Center programs.
- A willingness to commit to the mission of the YMCA
- Promote YMCA membership, programs and services. Positively communicate information on the YMCA programs.
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program

activities.

- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- Responds to all member and community inquiries and complaints in a timely manner.
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings as directed by the YDC Director.
- Complete other duties as assigned.

#### **JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:**

- Must be a minimum of 18 years old.
- High School Diploma (Required)
- Associate Degree or Higher (Preferred)
- Current CPR-PR (CPR for Professional Rescuer) Certification
- Current First Aid Certification
- Satisfactory background check
- Valid Driver's License
- Any additional certifications and/or trainings required by your supervisor
- Supervisory experience (Preferred)
- Positive, effective calm and professional communication – verbally and written – with staff, members/guests, children and parents – tailoring the communication style to the appropriate audience.

**ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS:** *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Frequently required to stand and walk.
- Frequently required to reach with hands and arms.
- Frequently required to talk or hear.
- Occasionally required to lift and/or move up to 40 pounds.
- Frequently required to bend, twist or climb
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Normal memory, taking into consideration the amount and type of information.
- High level of complexity for decision making.
- High level of time pressure of decision making.

**COMPETENCIES:** *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Attention to Detail, Cooperation, Dependability, Initiative, Judgment, Leadership, Motivation, Oral and Written Communication, Professionalism, Safety and Security, Self-Control, Stress Tolerance, Teamwork, Adaptability, Collaboration, Customer Service, Delegation, Personal Growth, Problem Solving, Teamwork**

#### **WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderate to loud.
- The pool environment is warm and humid.
- The kitchen environment can be warm and humid.
- Wet or humid conditions.
- Outdoor weather conditions.

Resumes and employment applications can be returned to the email address above or at 5 S. State Street, Aberdeen, SD 57401.  
Applications can be found on our website at [aberdeenyumca.org](http://aberdeenyumca.org).