

## **Multisite Program Administrator**

The Multisite Program Administrator is responsible for the nurturing and development of each child enrolled in the program through their focus on curriculum development and implementation. The Program Administrator will work directly with the Site Coordinators to oversee the supervision and management of the program sites. Under the direction of the Sr. Director of Community Programs, the Program Administrator will develop an inclusive environment that promotes an education and creative space for youth to express themselves through School Age Program.

### **PROGRAM ADMINISTRATOR QUALIFICATIONS:**

1. Bachelor's degree in related field or equivalent preferred.
2. Fulfillment of Department of Early Education and Care hiring requirements.
3. Demonstrated ability to develop curriculum and implement curriculum.
4. Completion of YMCA certifications; within 60 days YMCA Child Care Staff Orientation and Child Abuse Prevention
5. Minimum of 20 hours of on-going training in early education and child care.
6. Minimum age requirement of 21.
7. Maintain current CPR and First Aid certifications.
8. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

### **PROGRAM ADMINISTRATOR ESSENTIAL FUNCTIONS:**

1. Provide a safe, happy and healthy environment by adhering to EEC regulations and Y policies regarding child safety and protection.
2. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
3. Ensure family satisfaction by daily in person communication, as well as, phone calls and written communication as necessary.
4. Trains, develops, schedules and directs staff and volunteers per the needs of the program.
5. Reviews the staff performance and develops strategies that can motivate staff to achieve their goals.
6. Establishes new program activities and improve existing program.
7. Promote year-round Educational Enrichment and Healthy Eating and Physical Activities (HEPA).
8. Develop, grow and maintain collaborative relationships with other departments and local schools.
9. Monitors program budget (staff and supplies) to meet fiscal objectives.
10. Coordinates use of facilities for program activities and events.
11. Models relationship-building skills (including Listen First) in all interactions.
12. Responds to parent/guardian inquiries and complaints in timely manner.
13. Assists with staff meetings and training.
14. Compiles program statistics (attendance, buses, schools, etc.)

Onsite paid professional development training; a comprehensive benefits package including medical and dental insurance; retirement savings; range of discounted services; 11 paid holidays, personal days, sick days and 2 weeks of accrued paid vacation; available parking; complimentary Y membership; walking distance from MBTA - Malden Center

**Days/Hours:** Monday – Friday;

**Job Types:** Full-time

**Salary range:** \$60,000 - \$65,000

Complete application online

Send Resume and Cover Letter to:

Caitlin Middaugh

Malden YMCA

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