



**Healthy Kids**  
**Before and After School Program**  
**at Gilbertsville-Mount Upton**  
**is HIRING!**

**TITLE: Site Director**

**REPORTS TO:** Regional Director

**JOB DATES:** Follows School District Calendar

**JOB STATUS:** Part-Time, Non-Exempt

**SUMMARY:** Responsible for all aspects of the operation of a single Healthy Kids Extended Day Program. Name will appear on Program license.

**JOB DESCRIPTION**

The Site Director will:

- \* Provide warm, nurturing care for children during the hours of operation;
- \* Ensure staff and program comply with OCFS guidelines, Healthy Kids Extended Day Program policies and host school policies;
- \* Direct daily activities, which may include: fitness activities, group games, arts & crafts, reading, homework completion, etc.;
- \* Perform administrative management functions to include accurate attendance records, accurate registration materials, accurate staffing files and staffing hours;
- \* Provide continual communication with the Regional Director and all parents.

**QUALIFICATIONS:**

Associate degree in Child Development, Elementary Education, Physical Education, Recreation or a related field **AND** two years of direct experience working with children younger than age 13, including at least one year in a supervisory capacity in a childcare program or related field of work

**OR**

New York State Children's Program Administrator Credential **AND** two years of experience working with children younger than age 13, including at least one year in a supervisory capacity in a childcare program or related field of work

**OR**

School Age Child Care Credential or other office-recognized credential specific to the school-age developmental period **AND** two years of direct experience working with children younger than age 13, including at least one year in a supervisory capacity in a childcare program or related field of work

**OR**

Two years of college with 18 credits in Child Development, Elementary Education, Physical Education, Recreation or a related field **AND** two years of direct experience working with children younger than age 13, including at least one year in a supervisory capacity in a childcare program or related field of work.

**Candidates also must:**

- \* Be an engaging team player with a lot of energy;
- \* Pass full background check, including fingerprinting and reference checking, SEL, SCR;
- \* Be medically fit to perform job duties and free of TB;
- \* Be warm, friendly, caring with an upbeat personality and love to work with children;
- \* Have excellent people skills in dealing with children, parents and staff;
- \* Be professional, reliable and prompt.

**If interested, please email**  
**Associate Executive Director LeeAnn Scivolette at**  
[leeann@healthykidsprograms.com](mailto:leeann@healthykidsprograms.com)  
**or call her at 845-839-3494.**