

# EMPLOYMENT OPPORTUNITY



## Site Administrator (Located at Licking Heights)

Imagine going to work knowing that what you do each day positively influences the lives of the people in your community. Working at the Licking County Family YMCA, you'll discover more than a job—you will have an opportunity to make a lasting difference in the Licking County community.

The **SITE ADMINISTRATOR** is responsible for leading, directing and implementing a structured, educational and recreational 'Before & After' school program, 'Schools Out' program is for children ages 5-12.

This is a part-time, year-round position located in the Licking Heights school district. The typical shift would be 6:20 a.m. - 8:50 a.m. and 3:00 p.m. - 6 p.m., Monday through Friday.

### Requirements:

- Must be at least 18 years of age.
- Associate degree in Child Development, Early Childhood Education or related field.
- Must have at least 18 hours of Child Development coursework.
- Two (2) years of experience working with children in a classroom setting.
- Previous experience in developing and implementing a curriculum,
- CPR, First Aid, AED certifications, Child Abuse prevention and Management of Communicable Disease training.
- Strong communication skills (verbal, written and interpersonal).

Submit completed application or resume to the Licking County Family YMCA Human Resources Department, 470 West Church Street, Newark, Ohio 43055 or [michele.daugherty@lcfymca.org](mailto:michele.daugherty@lcfymca.org). Applications can be obtained in person during normal business hours or printed from [www.lcfymca.org](http://www.lcfymca.org). For questions, please contact Michele Daugherty at 740.345.9622.