FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of ALASKA

Job Title: Site Lead Counselor
Department: Child Care
Reports To: Child Care Director

Status: Full-Time, Non-Exempt
Location: Kodiak, Alaska
Revision Date: July 2026

Position Summary

The Caregiver Site Lead is the daily leader of an assigned YMCA child care site. The Site Lead works directly with children while helping lead staff and manage the daily program.

The Site Lead helps make sure:

- Children are safe, supervised, and cared for.
- Staff know their jobs and daily assignments.
- Families feel welcome and informed.
- Activities are planned and ready.
- Attendance and records are correct.
- Food and supplies are available.
- YMCA policies and licensing rules are followed.
- The site is clean, safe, organized, and licensing-ready every day.

Essential Responsibilities

Daily Program Operations

- Provide direct care and supervision of children.
- Prepare the program space before children arrive.
- Make sure staff are in the correct areas.
- Maintain required staff-to-child ratios at all times.
- Know where children and staff are during the program.
- Make sure children are signed in and out correctly.
- Keep attendance records complete and up to date.
- Follow YMCA safety, emergency, child protection, and licensing rules.
- Keep the site clean, safe, organized, and secure.
- Report safety, building, transportation, or maintenance concerns.

Staff Leadership

- Give staff clear directions and daily assignments.
- Be present and available to support staff.
- Model professional and respectful behavior.
- Watch how staff work with children and families.
- Coach and support staff when needed.
- Help new staff learn site routines and expectations.

- Report staff call-outs and coverage needs quickly.
- Review staff timekeeping and report needed corrections.
- Share staff concerns with Child Care leadership when more support is needed.

Children, Families & School Partners

- Welcome children and families.
- Help children feel safe, included, and supported.
- Support positive behavior and problem-solving.
- Model YMCA Core Values.
- Share important information with families about their child's day.
- Respond to routine family questions.
- Keep private information confidential.
- Build positive relationships with school staff.
- Contact Child Care leadership when a child or family concern needs more support.

Program Planning

- Review and follow the weekly program schedule.
- Plan activities that fit the ages and needs of the children.
- Make sure activities and supplies are ready.
- Make sure staff understand the activity plan.
- Provide a mix of activities, including STEM, arts and crafts, reading, outdoor play, physical activity, social-emotional learning, games, group activities, and child choice.

Licensing Management

The Site Lead helps keep the site licensing-ready every day.

- Keep required forms, records, certificates, and postings current and organized.
- Make sure required documents are on site and easy to find.
- Check staff training, CPR/First Aid, and other required certificates.
- Keep children's emergency information current.
- Maintain attendance and sign-in/sign-out records.
- Keep emergency plans and drill records up to date.
- Check required menus, notices, and other postings.
- Complete required accident, incident, behavior, and safety reports on time.
- Report serious concerns right away.

Communication & Leadership

Site Leads are expected to:

- Lead by example and put child safety first.
- Keep open communication with staff and Child Care leadership.

- Read and respond to important department messages.
- Give staff clear directions and share important information.
- Follow YMCA policies, licensing rules, and the department's chain of communication.
- Stay organized, plan ahead, and meet deadlines.
- Keep private information confidential.
- Use YMCA food, supplies, equipment, and other resources responsibly.
- Report staffing, safety, licensing, family, staff, or facility concerns quickly.
- Ask questions and request help when needed.
- Follow through until important concerns or assigned tasks are completed.
- Attend required meetings, trainings, and professional development.
- Model the YMCA Core Values every day.

Qualifications

- Must be at least 18 years old.
- High school diploma or equivalent.
- Experience working with children.
- Child care, youth development, recreation, camp, or school-age experience preferred.
- Leadership experience preferred.
- Able to lead staff, stay organized, communicate clearly, and meet deadlines.
- Must meet YMCA and child care licensing requirements.
- Must complete required background checks, training, and professional development.
- Must obtain and maintain required CPR, First Aid, AED, child protection, and other required certifications.

YMCA Leadership Competencies

The Anchorage Child Care Director is expected to model the YMCA Leadership Competencies through:

- Mission Advancement – Leading with the YMCA mission and Core Values while creating safe, welcoming, and inclusive environments.
- Collaboration – Building trust, developing staff, strengthening partnerships, and working collaboratively across the organization.
- Operational Excellence – Delivering high-quality programs while responsibly managing resources and pursuing continuous improvement.
- Personal Growth – Demonstrating integrity, professionalism, adaptability, accountability, and lifelong learning.

Working Conditions & Physical Requirements

The Site Lead must be able to safely supervise and take part in activities with children indoors and outdoors. The job may include standing, walking, running, sitting, bending, kneeling, reaching, lifting or moving program materials, and responding quickly in an emergency.

The program may include loud noise, outdoor weather, germs, and other conditions common in child care settings. Reasonable accommodations may be made for qualified individuals with disabilities.

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Performance Expectations

The Site Lead may help with family events, special programs, school breaks, licensing visits, new staff training, supply pickup, other Child Care sites, and other duties as assigned.

The Site Lead is the daily leader of their assigned site and helps keep the program:

- Safe. Organized. Welcoming. Engaging. Staffed. Prepared. Licensing-Ready.
- Lead by example. Communicate early. Ask for help when needed. Follow through.

Employee Acknowledgement

I have reviewed and understand this job description and the responsibilities of the Caregiver Site Lead position.

Employee's name _____ **Employee's Signature** _____

Today's date: _____

YMCA of ALASKA
5353 Lake Otis Pkwy
907-563-3211