

Site Lead Expectations – Updated September 2018

- On Site Supervision
 - Supervise Staff: You are the voice of authority at site – you enforce dress code, the cell phone policy, attendance and punctuality, but also keep staff engaged.
 - If a staff member is sitting not doing anything, make sure that you get them up and engaged in the program
 - If staff are clustered and talking to themselves, and not engaging with kids, remind them of why they are there – and then break up the cluster.
 - Checking rosters received from Directors to ensure all children present are registered and enrolled
 - Ensure that someone at the site greets every parent and ID them if you are unable to link a child with them. Make sure that communication with parents is constant, but also has a good balance of positive and negative.
 - Keep site clean and organized – this means cabinets are set (reporting damaged cabinets as needed)
 - Close most nights in order to maintain state ratio. If a lead cannot close a night a week, they can have the assistant close. One must be present. In sites that have no assistant, they will have to close anyways as they are a two person site.
- Communication
 - Site Phone
 - Turn the site phone on, and ensure that it is answered appropriately
 - “YMCA Before and After School, this is [NAME] speaking – how can I help you?”
 - Communicate with full time Y Staff of Site Phone minute/service day needs
 - Communicate staffing issues with Kyle – make sure that they in ratio, and arriving timely. If they are late (not there at 6:15, 3:15 or scheduled start time) call Kyle immediately. Do not offer grace, as Kyle will have to start to make arrangements for a no call no show.
 - Communicate with the school as needed in regards to event, space issues, etc.
 - Communicating outdated balances to parents, NSF (bank draft that don’t go through), registration issues [this will be received from your director].
 - Constant communication with Program Director, and other staff that are working with them that day. Staff need to know what is happening daily, as well as what you have planned for that day.
- Paperwork
 - Keep up Fire and Tornado Drill monthly
 - Maintain paperwork for children
 - Ensure each child has Emergency Contact Form, Immunizations, Parent Guardian Contract, Photo Release, Special Needs or Medication forms
 - Manage all paperwork
 - Lesson Plans
 - Supply Lists
 - Meal Counts
 - XO Sheets
 - Snack Order Forms
 - Injury/Incident Reports, Head Injury Documentation
 - Behavior Reports
 - Summary of Attendance
 - Playground Checklist
 - Work with Program Director to make sure paperwork is received at an appropriate time
 - Mileage is given for any agreed upon trips to the downtown YMCA, or Program Director will come to site
- Maintain appropriate trainings
 - CPR First Aid, 12 Clock Hours, 60 college hours, etc.