



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Southcoast JOB DESCRIPTION

Job Title: Coordinator-Site
FLSA Status: Non-Exempt

Job Family: Child Care
Job Code: CN 101
Revised: February 2015

Position Summary:

Responsible for the planning, development, and supervision of a comprehensive after school program.

Essential Functions:

- Direct and supervise staff of the program.
- Prepare and provide to staff weekly lesson plans consisting of multiple learning components.
- Prepare weekly staff schedules and responsibilities.
- Model the Y's healthy eating standards by consuming HEPA compliant foods and beverages during meal and snack times; and avoiding consumption of food and beverages during other program times.
- Model the Y's active living standards by engaging in games and physical activities with youth.
- Maintains accurate records and files of enrolled children.
- Assures proper identification of parent/guardian at child check-out and other functions.
- Communicates areas of concern to parents including injuries and incidents.
- Monitors area for cleanliness, safety, and general appearance.
- Assists with staff selection, budget development, and training program scheduling.

YMCA Competencies:

Mission and Community Oriented: *Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill a community need. Recruits volunteers and builds effective, supportive working relationships with them.*

People Oriented: *Seeks first to understand the other's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative in developing others.*

**YMCA Southcoast
JOB DESCRIPTION**

Job Title: Coordinator- Site (continued)

Results Oriented: *Strives to meet or exceed goals and deliver a high value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments and transfers learning from one situation to another. Establishes goals, clarifies work, and participates in meetings.*

Personal Development Oriented: *Accurately assess personal feelings, strengths and limitations, and how they impact relationships. Pursues self-development that enhance job performance. Demonstrates an openness to change; seeks opportunities in the change process.*

Qualifications:

- Educational requirements according to EEC regulations.
- Current knowledge and understanding of state and YMCA standards and regulations specific to early education and child-care.
- Ability to effectively interact with children and parents on a range of issues.
- Experience teaching children at grade school level.
- Ability to supervise, provide development opportunities, and evaluate staff.
- Ability to provide administrative support including record keeping and budget maintenance.
- Ability to contribute to creative efforts of the program and related YMCA activities including fund raising and communications.

Physical Demands:

- The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

I have reviewed the above job description and understand my responsibilities as described:

Print Name:_____

Date:_____

Signature:_____

Date:_____

YMCA Southcoast reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment. (See HR Policy and Procedures Manual- Disclaimer et al, 1/08)

Understood and Agreed To: Signature:_____ **Date:**_____