



Greater Lowell Family YMCA

JOB DESCRIPTION

Position: Site Coordinator

Reports to: School Age Child Care Director

The core values that guide the YMCA in fulfilling the mission and goals are: Caring, Honesty, Respect, and Responsibility. We instill these values in all programs while making healthier lives achievable for Everyone.

General Functions:

Under the direction of the School Age Child Care Director, the Site Coordinator will organize, and lead a comprehensive thematic-based enrichment program for children who attend before and after school programs. Activities shall include but not be limited to arts & crafts, music & drama, games, sports & other physical activities, group activities (small & large), science activities & experiments, quiet & homework time, Character Development, teambuilding, and Discovery Learning Centers. The Site Coordinator will provide day-to-day direction and supervision of assigned program areas and staff, ensuring that all programs operate in a quality manner consistent with YMCA guidelines.

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

- Plans, coordinates, organizes and leads all daily after school program activities. Lesson plans must be posted for parents and readily available for substitute staff. A center-based program is mandatory.
- Plans, coordinates, organizes and leads special days/ events at camp; Provides leadership to program staff and ensures areas are planning age appropriate, value driven activities.
- Observe and follow the School Age Child Care guidelines as well as the regulations set by the Children and Family Services and Department of Health.
- Comply with all Association and branch specific policies and procedures.
- Respect and maintain the need for confidentiality in all matters relating to children, families, staff, and center business.
- Assist with recruitment, hiring and development of program staff; Provides leadership to staff, ensures adequate coverage for all activities. This includes the sharing of duties and responsibilities as well as offering both positive and constructive feedback. Ensures staff is orientated on program standards, values and goals.
- Assist in promotion and leading of family events to include retention initiatives.
- Report to the program ready to work at designated times and prepared to stay until all of the children have left.
- Performs general housekeeping tasks and ensures that site and program areas are clean and well organized.
- Provides a safe, healthy, moral, and fun environment for all children.
- Is a positive role model for the children in the program. This includes actions, speech, and attire of all staff.
- Fosters an environment, which includes the four YMCA character development values of respect, responsibility, caring, and honesty, in addition to teaching skills in team-building, good sportsmanship, friendship, and pride in doing one's best.
- Provides children with a daily snack that is wholesome, nutritious and appropriate in proportion and content for the age group. Snack menus must be incorporated into the daily Site Coordinator lesson plans.
- Completes incident reports for all injuries or illnesses requiring first aid, and turns the report into the Director within one days of the incident. Discusses incidents with parents and obtain a parent signature on the form.

- Maintains records related to the program to include, Department of Social Services attendance forms, daily and monthly attendance records, sign in/ out records and completed participant files.
- Conduct and maintain records of monthly fire drills as required.
- Purchase program materials within budget allotment.
- Responsible for petty cash allotment and receipts of items purchased for the program. Follow all cash handling procedures and turn in petty cash report to the School Age Director by the 1st of each month.
- Writes and distributes a monthly newsletter during the school year that communicates the month's activities, requested supplies, birthdays, scheduled vacation days, etc. Write and distribute a session newsletter for camp that communicates session activities, special events, featured camp stories, etc.
- Maintains a positive, open relationship with all staff, parents, program participants, administration, support staff and the community; identifies and resolves problems to ensure programs are meeting goals of the program, unresolved issues should be reported to the Director.
- Meet weekly with School Age Child care Director to discuss and evaluate the program and its goals.
- Work additional hours as needed when there is a 1/2 day of school, school closing or vacation day.
- Hand in completed time sheets on a weekly basis as required by the Director.
- Follow the Attendance and Call in procedures, notify the Director when you will be unable to work your shift due to illness, doctor appointments, vacations, etc. Attempt to find coverage for shift and allow sufficient notice for Director to assist in finding a substitute.
- Attends all staff meetings and training programs.
- Follows all YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- Other duties as assigned by the School Age Director.

Core Competencies:

1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.

Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.

3. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
4. Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Qualifications:

- Knowledge of Child Care EEC licensing requirements.
- Excellent organizational and communications skill both verbal and written are essential to the success of this position.

- Strong computer skills using Microsoft Office programs including Word, Excel and Publisher.
- Demonstrated leadership qualities, project management, time management, organizational skills and detail oriented.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, supervision, decision-making, problem solving, team oriented, creative thinking and leadership skills.
- Ability to observe confidentiality.

Trainings & Certifications:

- Must complete the on-line Redwoods Blood Borne Pathogens, Safe Lifting and Slips, Trips and Falls trainings prior to initial assignment to position.
- Must attend and complete The Child Abuse Prevention training within first 90-days of employment.
- Must hold Responding to Emergencies (RTE), CPR, AED, and O2 (First Aid may be required at some branches) certifications or successfully complete within the first 60-days of employment.
- Must hold Medication Administration Certification (MAT) or successfully complete within the first 60 days of employment.

Effect on End Results:

- This position has a direct impact on the School Age Child Care and Camp Programs and the effectiveness with which the YMCA accomplishes its mission. The YMCA School Age and Camp programs are committed to promote an environment that teaches values, is healthy, meets high safety standards and provides an opportunity for a positive growing experiences:
 1. Strong relationships with the parents and strong community image
 2. The program has safe and age-appropriate activities.
 3. Provides a service to the families and schools in the community by providing a program that promotes fun, health and wellness as well as meets the needs of the community

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 lbs, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment. Special vision abilities required distance, peripheral, depth perception and ability to adjust focus

Work Environment:

Duties are performed in an outdoor environment and in a childcare setting; at times childcare employees may be exposed to undesirable working conditions, inclement weather, communicable infectious diseases, and the risk of injury from children. All childcare employees are required to follow the preventive health policies of the program at all times.