

Bedell Family YMCA Job Description

Job Title: Early Childhood Program Coordinator

Pay Grade: Non-Exempt - 12

Reports to: School Age Program Director

Job Summary: To work as part of the YMCA Leadership Team in building programs that promote Healthy Living, Social Responsibility and Youth Development by providing leadership for Child Watch, Before and After School programming, Y Kids Summer Adventure Club, Kids Day Out, and various youth programs as assigned.

Essential Functions:

1. Overall

- a) Support the mission of the YMCA.
- b) Incorporate the YMCA character development Caring, Honesty, Respect, and Responsibility in our daily routine and incorporate these character traits when interacting with staff and members.
- c) Maintain a positive working relationship with fellow staff and members of all ages and backgrounds.

2. Program Management

- a) In partnership with School Age Program Director and Youth Services Program Coordinator, responsible for overseeing the planning and implementation of Y Kids Before and After School Program, Y Kids Summer Adventure Club, Kids Day Out, Child Watch, and other youth programs as assigned and to ensure that all facets of programming meet quality standards.
- b) Responsible for knowing, understanding and overseeing the implementation of all childcare regulations necessary to secure and maintain licensing and to insure a good relationship with DHS.
- c) Responsible for the leadership to a Y Kids site location with a presence and intentional lesson plans for daily activity.
- d) Responsible for the tracking of all Y Kids participant forms including; registration forms, medication and sunscreen permissions/logs, and photo releases.
- e) Responsible for monitoring staff ratios to remain in DHS compliance and within budget.
- f) Responsible for maintaining and inventorying the program sites first aid supplies and all other relevant materials.
- g) Responsible for the leadership of Child Watch program space.

- h) Provide leadership to the growth and development of new programs that will serve youth ages birth to 10 years old.
- i) Attend all staff meetings, other designated meetings and workshops required.
- j) Acquire and maintain all appropriate certifications for DHS.
- k) Acquire and maintain CDL to assist with program transportation needs.
- l) Acquire and maintain Lifeguarding certification to assist with Y Kids swim days.
- m) Responsible to function as a part of a team to provide quality programs and services to YMCA members and program participants.
- n) Perform other duties as assigned by supervisor.

3. Supervision

- a) Assist in recruiting, training, scheduling, supervising and evaluating selected program staff for School Age department.
- b) Conduct staff meetings and trainings as needed to keep staff informed and certified.
- c) Work with supervisor to develop and implement training process for staff to prepare them for work.
- d) Keep supervisor up-to-date on all relevant situations.

4. Budget & Financial Development

- a) Monitor income and expenses and stay within budget of all assigned programs. All variances must be reported to supervisor with explanations.
- b) Responsible to monitor staffing patterns and make recommendations to supervisor.
- c) Act as a staff liaison in the YMCA Annual Campaign.

5. Volunteer Development

- a) Act as a staff liaison to various committees served by the Bedell Family YMCA.
- b) Assist in the recruitment, supervision and training of program volunteers.

6. Program Promotion

- a) Assist with the marketing and promotion for all department programs.
- b) Distribute materials in a timely and efficient manner for all programs.
- c) Develop a method to communicate with community and share opportunities for program involvement.
- d) Continually research new avenues for material distribution and engagement.

7. Qualifications

- a) Preferred AA/BA/BS in education, recreation, or related field or similar experience.
- b) Appropriate certifications required for DHS licensed programming or ability to obtain within 3 months.
- c) CDL or ability to obtain within 6 months.
- d) CPR for the Professional Rescuer, First Aid, and Lifeguarding certifications or ability to obtain within 6 months.
- e) Appropriate YMCA trainings as indicated by supervisor to work towards obtaining YMCA Professional Certifications.

Working Conditions:

- Ability to work in excess of a 40-hour week with irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift supplies weighing up to 20 pounds.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Ability to view/enter data for long periods of time.

Effect on End Result

The effectiveness of a competent Early Childhood Program Coordinator will be a steady growth and retention of volunteers, program participants, and individuals involved in the programs of the YMCA. This position will impact the community understanding of the "Y" and its mission. The "Y" will be known as the leader in the community, as a mission-driven, values-driven, ethical organization.

Specifically agreed upon goals will be mutually established and reviewed at least once per year. The measurement of the Early Childhood Program Coordinator performance and effectiveness will be based on the accomplishment of these goals.

WE UNDERSTAND AND MUTUALLY ACCEPT THAT THE ABOVE DESCRIPTION REPRESENTS OUR AGREEMENTS AS TO THE JOB TO BE PERFORMED.

Employee

Date

Supervisor

Date