



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

AFTER SCHOOL PROGRAM SITE COORDINATOR

Job Title: **After School Program Site Coordinator**

FLSA Status: Full Time; Non-exempt

Reports to: After School Director

Job Grade: 13

Revision Date: 6/1/20

Primary Function/Department: Child Care

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA child care program(s).

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates the school age child care programs for assigned location(s). Works alongside Childcare Director and After School Director to make sure activities and curriculum are being completed.
2. Creates a daily plan for staff and children.
3. Works alongside staff to help achieve program goals, and makes the staff schedule, monthly and bus driver schedules weekly.
4. Must get the training to drive the van at least CDL preferred.
5. Assures compliance with federal, state and local regulations as they relate to program areas. Ensures that YMCA program standards are met and safety procedures followed.
6. Attends all food program trainings, and helps implement HEPA standards
7. Is in charge of setting a schedule and helping with the cooking and food program. MUST work in the kitchen at least 3 days a week, and always on a full day out of school.
8. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
9. Responds to all agency, parent and community inquiries and complaints in a timely manner.
10. Maintains proper records/department files.
11. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
12. Answers questions that members have in a timely manner.
13. Meets with the after school leadership team.
14. Attends all trainings and keeps staff accountable for their trainings.
15. Performs other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Associate's degree in related field or equivalent, but not required.
2. One to two years related experience preferred, as a coordinator or supervisor of childcare programs preferred, but not required.
3. Must be at least 19 years or older.
4. Must complete YMCA Child Abuse, CPR, and First Aide trainings within 30 days of hire.
5. Must fulfill all State of Nebraska trainings within the State's required guidelines.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children's activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____