



SCHOOL AGE CHILDCARE COORDINATOR JOB DESCRIPTION

The YMCA is looking to hire an enthusiastic, creative, and reliable staff member who can share in the YMCA values of honesty, respect, responsibility and caring. Some benefits included in this position are a 50% reduction in childcare expenses and various other program discounts, retirement plans and free membership as well as professional development opportunities. All full-time positions within the Y organization also provide for paid time-off, holidays as well as health insurance, Life and Short-Term Disability benefits.

Employment at the YMCA gives an individual the opportunity to strengthen communities and change lives, including their own. As a YMCA employee, you will work alongside diverse leaders with different backgrounds, perspective and strengths in connecting with your community.

POSITION SUMMARY:

The Childcare Coordinator will function as an integral part of all Eastern Lycoming Branch School Age sites and summer camp. This person will assist the Director in planning, implementing, and supervising the daily routines at program sites/camp. The Coordinator will serve as an appropriate role model for our children and staff. They will maintain the safety and well-being of the children from Kindergarten through 6th grade. They will maintain open communication with our parents and program staff.

ESSENTIAL FUNCTIONS:

1. Supports the Director as they operate the Programs by following State Licensing Guidelines, Keystone Stars standards, and YMCA policies and procedures.
2. Assists director in recruiting staff, doing staff orientations, training, observations, mentoring and evaluations.
3. Assist with budgetary requirements and ordering of supplies as needed.
4. Models relationship building skills (including Listen First) in all interactions; with our school partners, families, staff and participants.
5. Assists with paperwork, record keeping and registration process. Make sure all emergency forms, physicals, fee agreements, and food program paperwork are up to date.
6. Supervises and actively engages in activities with the children.
7. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values. Coordinator will help with planning for YMCA on site days and summer camp.
8. Assist the Director with staff scheduling, classroom coverage and ensuring proper ratio is met.

QUALIFICATIONS:

1. Associates degree or Bachelors degree and have at least two years of experience working with school-age children.
2. Compliant with Act 33 (Child Abuse), Act 34 (Criminal History), FBI clearances, mandated reporter training, and National Sex Offender Registry clearance

PHYSICAL DEMANDS

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

Equal Opportunity Employer – The YMCA does not discriminate on the basis of race, color, religion, sex, disability, national origin or age.