



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

STAUNTON-AUGUSTA FAMILY YMCA JOB DESCRIPTION

Job Title: **Afterschool Adventure Club Site Coordinator**

Job Code: H-5

FLSA Status: Part-time hourly

Job Grade: \$10-\$12 hourly

Status: P/T

Department: Program-AG

Reports to: Director of Youth Development

Revision Date: 06/25/19

POSITION SUMMARY:

Start Date: August 6, 2019.

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. The coordinator oversees the daily operation of the afterschool program, 2:30pm-6:00pm Monday through Friday, including school vacation days and holidays when the YMCA offers full day care. The coordinator provides a quality experience to children and parents that focuses on building achievement and belonging in youth, as well helping build relationships among youth and within families.

ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines, including weekly STEM activities and mindfulness practices.
2. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth, and relationships among youth and within families.
3. Supervises childcare staff, children, classroom, and all activities.
4. Follows state childcare regulations.
5. Makes ongoing, systematic observations, and evaluations of each child.
6. Cultivates positive relationships, conducts parent check-ins, and maintains effective communication with parents.
7. Maintains program site and equipment.
8. Maintains required program records.
9. Attends and participates in family nights, program activities, staff meetings, and staff training.
10. Performs other duties as assigned by the Program Director.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. Must be 21 years of age.
2. Must possess a bachelor's degree in a child-related field such as, but not limited to, elementary education, recreation, etc. AND one year of programmatic experience, OR must be working towards a degree in a child-related field and have programmatic experience.
3. CPR, First Aid, MAT certifications and Child Abuse prevention training within 30 days of hire date.
4. Previous experience working with children in a developmental setting preferred.
5. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
6. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
7. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

TO APPLY:

Please email a cover letter/resume to Youth and Family Program Director, Ashley Cole-Virani at ashley@saymca.org.