

SCHOOL AGE SITE COORDINATOR

Job description

RATE: Hourly wage; Minimum plus per hour; Non-exempt, Depending On Qualifications*

(*Minimum wage is adjusted annually, thus the pay range is adjusted annually.)

HOURS: 5-25 plus hours per week; schedule based upon enrollment

TERM: Seasonal School year position (September-June)

REPORTS TO: Associate Director of Family Enrichment

POSITION SUMMARY:

Provides direction for the Y's Kids Before and After School Site and implements program curriculum. Provides a quality experience for children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring. Oversees and participate in the development, operation, safety and licensing standards of a Y's Kids Before and After School Site. Must understand all YMCA policies and procedures and strive to achieve the Whatcom Family YMCA Mission Statement, Goals and Objectives as well as all Washington State Licensing guidelines.

QUALIFICATIONS:

1. Have 30 college quarter credits in Education, Recreation or equiv. related to working with children.
2. At least 21 years of age.
3. At least 2 years previous experience working with elementary aged children in a developmental setting preferred.
4. Current CPR (Adult, Infant & Child) and First Aid, AED certifications.
5. Attend Child Abuse prevention training within 30 days of hire date.
6. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
7. Emotional, social, and physical capability to work with children and other adults in a group setting.
8. Good health, enthusiasm, and above standard moral character.
9. Previous experience with diverse populations. Ability to develop positive, authentic relationships with people from different backgrounds.
10. STARS 20 Hour Basic Training (Can complete within 6 months)
11. Must have, or be in the process of obtaining the following:
 - Washington Driver's License
 - Social Security Card
 - College Transcripts
 - Criminal Background Check and/or Fingerprints
 - Negative TB Test
 - HIV, Bloodborne Pathogen training
 - MERIT ID account

ESSENTIAL FUNCTIONS:

1. Assist with the implementation of the pre-planned daily program developed by the Associate Director of Family Enrichment that meets State Licensing requirements and YMCA National Goals.
2. Supervises the children, classroom, and all activities.
3. Makes ongoing, systematic observations and evaluations of each child.
4. Maintains positive relationships and effective communication with parents. Engages parents as volunteers.
5. Safeguard all YMCA equipment and facilities as well as participants' personal belongings.
6. Maintains required program records.
7. Attends and participates in family nights, program activities, staff meetings, and staff training (STARS 20 Hour training is unpaid).

PHYSICAL DEMANDS

Ability to plan, lead and participate in activities.

SPECIFIC RESPONSIBILITIES

1. Assist with immediate check-in and follow-up of all children scheduled to attend as well as be responsible for knowing how many children are in your care at all times.
2. Complete & maintain documentation as needed, turn in required paperwork on time including but not limited to sign in/out sheets, absent tracking sheets, behavior forms, etc.
3. Keep accurate attendance at all times and be accountable for each child at the site.
4. Maintain a positive relationship with school personnel and parents.
5. Provide information to parents, participants in a timely manner.
6. Let parents know of any changes to the monthly calendar and leave a note if you are on a field trip or away from your regular location
7. Prepare and serve snack as well as clean up snack area in accordance with WA State licensing guidelines; record snack served on daily basis.
8. Ensure appropriate staff to child ratios are maintained.
9. Handle emergencies in accordance with YMCA emergency policy (in your staff handbook).
10. Work with Program Supervisor and Associate Director of Family Enrichment to attain program goals.
11. Be aware of WA State Licensing guidelines and follow accordingly.
12. Attend all staff meetings and trainings
13. Read and follow the YMCA Child Abuse and Neglect Rules of Conduct.
14. Read and follow the YMCA Code of Conduct.
15. Read and follow the YMCA guidelines for working with children as outlined in the Discipline Policy.
16. Complete time card daily and turn in on time with your signature.
17. Drive and operate the vans in accordance with YMCA policies (if van driver).
18. Pick up children at schools according to YMCA policy (if van driver).

ADMINISTRATIVE DUTIES

1. Conduct a monthly fire drill with the site.
2. Be responsible for maintaining supplies including first aid and snack, such as drinking cups and food prep gloves.
3. Responsible for the supervision of Group Leaders working at site (Regular staff and subs).
4. Complete & maintain documentation as needed, turn in required paperwork on time including but not limited to sign in/out sheets, absent tracking sheets, behavior forms, etc.
5. Pass on information concerning All Staff Meetings, trainings and other events to all Group Leaders at your site and insure attendance of all staff.
6. Discuss staffing problems and concerns with Family Enrichment Director and/or Associate Director.
7. Ensure that all staff follows the Dress Code.
8. Discuss children, parent and/or school concerns with Family Enrichment Director and/or Coordinator as soon as possible.
9. Be a good role model for staff and children.
10. All trainings must be updated annually.
11. Report any suspicions of possible child abuse to the Family Enrichment Director and/or Coordinator immediately and keep proper documentation.
12. Complete 10 hours of STARS approved continuing education training per Calendar year.
13. Attend and complete State Licensing Orientation.
14. Respond quickly to possible problem areas and discuss with Family Enrichment Director and/or Associate Director.

YMCA COMPETENCIES

Mission Advancement: Accepts and demonstrates the Y's 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.