

JOB DESCRIPTION

POSITION/TITLE:	SITE COORDINATOR-AFTER SCHOOL PROGRAM
JOB CLASSIFICATION:	Exempt – FT/PT/Full Year/Seasonal
WORK WEEK/HOURS:	Days, Monday through Friday; Schedule negotiable based on status
SUPERVISOR:	Director of Programs and Community Relations

Qualifications:

A Site Coordinator shall be at least 20 years of age and meet one of the following sets of DEEC requirements:

- Minimum of a Bachelor's degree in Child Development or related field and have 6 months experience working with school age children; or
- A Bachelor's degree in any field or an Associate degree in any field of study listed in 102 CMR 7.32 (2)(b)1; and have 9 months of experience working with school age children

In addition:

- A genuine love of children and a personal commitment to making a difference in their lives;
- Documented experience working with grade school children and the ability to plan and carry out age appropriate activities;
- Dependable and efficient with strong planning and organizational skills;
- The ability to adapt to change, perform multiple tasks, and work independently;
- An outgoing and enthusiastic personality who enjoys working with others;
- Current first Aid/CPR Certification (or within 3 months of employment)

Description of the Position:

To support the mission of the YWCA, school-age child care programs have been established. Our programs give parents the freedom to pursue their professional goals while their children participate in safe, affordable, quality programs. Children have the opportunity to explore, discover and expand their cognitive and social skills in a caring, supportive environment. Our curriculum is threaded with experiences that encourage children develop an appreciation for diversity, a sense of their leadership potential and a value for community service. The Site Coordinator is responsible for all aspects of the daily operation of assigned classrooms ensuring that each classroom functions at the highest quality standard.

Duties:

Responsibilities include but may not be limited to the following:

- Promote the values and mission of the YWCA in all interactions with children, parents, staff and school personnel.
- Comply with all DEEC, OFS and CCC regulations and requirements.
- Directly nurture and encourage children by providing them with a variety of learning and social experiences appropriate to their age;
- Assist in the creation and monitoring of program budget;
- Develop curriculum in support of YWCA values and mission and participate actively with staff in the development and implementation of daily/monthly activity plans;
- Create snack options for children based on healthy food choices. Purchase food and create snack calendar to reflect daily plan.
- Maintain inventory of supplies and equipment. Order or purchase necessary supplies or equipment with direction from Director of Programs and Community Relations;
- Assist with the hiring of program staff. Provide on-going supervision to site staff including scheduled evaluations;
- Ensure that staff have completed their program orientation and review procedures as necessary;
- Collect and monitor YWCA time cards for all program staff;

- Maintain on-going communication with appropriate school personnel including principal, maintenance staff, administrative staff and teachers;
- Ensure that all staff are kept informed of communications regarding the school community and the planned interaction between the YWCA program and that of the school;
- Ensure that in each classroom children are protected from any hazards that are a threat to their physical safety and their emotional well being and monitor the overall condition of all child care space and any other areas the children may utilize (i.e. safe, clean, neat). Notify the Director of Programs and Community Relations and/or submit maintenance requests when necessary;
- Be responsible for the individual files of all enrolled children;
- Monitor daily attendance in each classroom and follow up on children who are absent;
- Monitor the relationships between childcare staff and parents. Ensure that staff always greet parents warmly and speak to them positively about their child;
- Ensure that the Parent Communication Boards are up-to-date and informative and present an accurate overview of what is happening each month;
- Maintain accurate records and statistical information that may be required by the Director of Programs and Community Relations and submit written reports as assigned;
- Attend scheduled staff meetings and increase your childcare skills and competence by taking advantage of on-going training opportunities;
- Report any and all concerns regarding children, staff, parents or facility immediately to the Director of Programs and Community Relations.
- Provide support to Kids Clubhouse and at least one youth program per session at the YWCA as requested.

It is expected that all program staff will function as self-directed members in a team effort. Your activities and performances should meet appropriate professional standards and adhere to the philosophy and purpose of the YWCA.

I have read and understood the duties outlined in this job description.

Employee

Date

The position described in this job description is an at-will position. This job description does not constitute a contract between the employee and the YWCA Greater Newburyport.