



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF DODGE COUNTY POSITION DESCRIPTION

Position Title: Child Care Coordinator – Kids Care

Reports To: Child Care Director

Date: 05/18/2023

☐ Part time Position: Under 29 hrs/ week

☒ Full-time position: Between 30-39 hrs/week

Wage: \$17.00 - \$19.00/ hour

General Function:

Under the supervision of the Child Care Director the Child Care Coordinator – Kids Care will help give child care programs leadership, organization, and support in accordance with the purpose and policies of Kids Care and the YMCA of Dodge County.

It is preferred that he/she have experience working for a licensed child care facility. The Child Care Coordinator must have knowledge of a child's individual and group needs, and physical, emotional, and developmental patterns. He/She must exhibit maturity, stability, and good judgment to function in a crisis situation.

The Child Care coordinator needs to understand the nature of the YMCA and the attitude used to accomplish its goal through the clear and harmonious relationship between staff and volunteers. The Child Care Coordinator understands character development as the chief mission of the YMCA and personally exhibits a commitment to the goal in all YMCA operations.

Essential Duties and Functions:

1. Maintain licensing rules and regulations applicable for Kids Care.
2. Assist in curriculum development ensuring that character development and the mission of Kids Care and the YMCA are a part of the Child Care Programming.
3. Maintain participant files for the Kids Care Child Care Departments.
4. Maintain Kids Care Child Care Supplies.
5. Complete weekly scheduling for staff.
6. Complete weekly scheduling for children.
7. Act as 1st line of site coverage as needed in any Kids Care classroom.

8. Maintain open and ongoing communication with the Child Care Director and Associate Executive Director about the operation of the Kids Care program.
9. Assist in parent communication via email, Dojo, etc.
10. Register and bill all families enrolled in the Kids Care program.
11. Relate positively to staff, members, participants, and the general public.
12. Keep continuing education requirements current. Including college credits, in-services, and conferences.
13. Assist in parent meetings and family orientations.
14. Other duties as specified by the Child Care Director.

Education and/or Experience:

The Kids Care Child Care Coordinator must meet the criteria to be a center director according to the State of Wisconsin Licensing regulations. This means a degree in education, recreation, child guidance, early childhood, or related field and experience as a child care teacher or director.

Language Skills:

Kids Care Child Care Coordinator must have the ability to respond to common inquires or complaints from participants, staff, administration, or the general public. He/she must have the ability to write reports that conform to prescribed style and format. He/she must have the ability to effectively present information to administration, staff, or public groups.

Reasoning Ability:

Kids Care Child Care Coordinator must have the ability to define problems, collect data, establish facts, and draw valid conclusions. He/she must have the ability to interpret an extensive variety of instructions that deal with several abstract and concrete variables.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employees is regularly required to sit, stand, walk, climb steps, crouch or kneel; use hand and fingers; read, talk and hear; and make sound discussions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimum Requirements:

Dedication to YMCA

Good work ethic

Ability to work independently

Current State of WI mandated qualification

Current CPR and First Aid Certification

I have read and understand the above position description. I fully understand and know what my responsibilities are to do my job effectively.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____