



## **School-Age Childcare Coordinator:**

### **Position Description:**

This position will lead a team of staff working together to offer quality education and care in a safe and nurturing environment. This person will provide a team atmosphere with the objective of helping children to learn, grow, and thrive. Ideal candidates will have a strong track record of childcare experience including the hiring, training, and motivating of staff, building relationships with children and parents, and adhering to state licensing requirements.

- PT Position with possibility for FT
- Reports to Jordan Polk, Program Director
- Wage: \$17/hour

### **Responsibilities:**

- Recruiting/Interviewing/Hiring staff for School Sites and Camp with the help of Program Director
- Scheduling staff for some School Sites and Camp with the help of Program Director
- Organizing and ordering snacks and supplies for all sites
- Inputting attendance sheets and maintaining proper paperwork for licensing and Youngstar
- Substituting in School Sites when needed
- Training and coaching staff with the help of Program Director
- Visiting sites, observe and report back for Youngstar and Licensing purposes
- Maintaining high standards for quality of care and reporting back to Program Director on sites

### **Minimum Requirements:**

- A 2-year college degree in Early Childhood Education or related field preferred
- Registry level of 12 or higher is preferred.
- If college degree is not in Early Childhood Education, 12 college credit hours must be in early education field. College transcripts must be provided.
- CPR/AED and First Aid required within first 60 days of employment and kept current.

### **Experience:**

- 2 years of experience in childcare or education field needed.
- One year minimum of supervisory experience is strongly preferred.
- Budget development and administration skills preferred.
- Planning and program development skills helpful.
- Must hold a valid driver's license, insurable driver's record according to the YMCA's insurance carriers, and have reliable transportation to travel for business meetings, training events, YMCA site visits, vendors, and suppliers, etc.
- Computer skills needed, particularly with Microsoft Office and email applications, along with capacity to learn the internal YMCA software.
- Childcare benefits are included with this position if space is available.