



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## YMCA OF DODGE COUNTY JOB VACANCY

Job Title: School Age Child Care Coordinator  
FLSA Status: Part Time  
Reports to: Child Care Director  
Revision Date: 1/13/2021

### **Position Summary:**

Ideal candidates will have a strong track record of child care experience including the hiring, directing, and motivating of staff, building relationships with children and parents, and adhering to a budget. This position will lead a team of 5 staff working together to offer quality education in a safe and nurturing environment during the schoolyear, and as many as 25 during the summer. This department has a focus on teamwork with the objective of helping children to learn, grow, and thrive.

Located 30 minutes from Madison, Wisconsin, the YMCA of Dodge County has a \$2.0 million budget, an annual campaign goal of \$135,000, and operates in a 13-year-old 65,000 square foot facility with the region's finest indoor water park and Child Development Center. The Y has a strong before/after school program with five sites located throughout the county. Programs are also driven by strong aquatic programs that includes operating six community aquatic centers. Our Y continually strives to create new ways of impacting over 23,000 lives annually.

### **Education and Certifications**

- A 2-year college degree in Early Childhood Education or related field required; must have Registry level of 12 or higher; 4-year college degree 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**

- Must have 2 years' experience in childcare or education field.
- 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.

## **Essential Functions**

1. Helps plan, design, evaluate, and implement aspects of the school age childcare programs in accordance with YMCA of the USA and YMCA of Dodge County guidelines.
2. Maintains required enrollment numbers.
3. Administers the program in accordance with Wisconsin Department of Children and Families (WDCF) guidelines.
4. Cooperates with WDCF staff for required reports and inspections; responds to inspection requests within required timeframes.
5. Completes annual inspections within required timeframe with fire department, Department of Health, etc. as required.
6. Ensure the efficient processing of program billing.
7. Maintains a clean and sanitary environment and meets all state and local licensing requirements.
8. Inspects equipment within the building for safety hazards, damage, or wear.
9. Communicates any suggestions to direct supervisor to improve the site operations.
10. Monitors and assists in maintaining the cleanliness of the childcare and program areas.
11. Hires, trains, monitors, and evaluates appropriate staff.
12. Fills staff vacancies in accordance with association guidelines.
13. Ensures staff members maintain required trainings.
14. Holds effective staff meetings.
15. Maintains accurate records for child care programs, facility, and staff.
16. Establishes procedures for scheduling and finding substitutes.
17. Substitutes in a classroom when needed.
18. Communicates to Childcare Director any concerns or incidents that may need follow-up.
19. Builds relationships with members, program participants and community partners.
20. Remains visible to participants when on duty.
21. Increases program participant awareness of healthy lifestyle factors.
22. Actively recruits, trains, and engages groups of volunteers.
23. Actively participates on the Annual campaign as assigned.
24. Attends parent events/family programs.
25. Maintains appropriate records for food program.
26. Promotes child care programs by development and distribution of marketing materials in compliance with association standards.
27. Protects confidential information regarding program participants, families, and staff members.

## **Cause-Driven Leadership® Competencies**

- Change Leadership
- Communication & Influence
- Program/Project Management
- Fiscal Management
- Developing Self & Others

## **Wage**

\$13- \$16.50 Hourly, dependent upon credentials and work history

The YMCA of Dodge County offers a comprehensive health insurance & benefits package, competitive compensation, child care, 10% retirement plan and professional training opportunities. Relocation/moving expense allowance provided.

**How to Apply**

- Apply by Email: [mevsich@theydc.org](mailto:mevsich@theydc.org), or
- Apply by Mail to: Meghan Evsich, 220 Corporate Drive, Beaver Dam WI, 53916-2173

**Resumes Accepted Until: 3/31/2021**