



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF METROPOLITAN COLUMBUS, GA - JOB DESCRIPTION

Job Title:	Childcare Coordinator	Employee Name:	
Status:	Part-Time, Non-Exempt	Branch:	John P. Thayer YMCA
Revision Date:	July 2022	Reports To:	Asst. Branch Director, Branch Director

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direction for the children in the classroom, and implements program curriculum. Provides a quality experience to children and parents that focuses on building achievement and belonging in youth and relationships among youth and within families.

ESSENTIAL FUNCTIONS:

1. Nurtures children through purposeful programming dedicated to building achievement and belonging in youth and relationships among youth and within families. Provides an enjoyable experience for every child. Creates and maintains a warm and welcoming environment.
2. Supervises the children, classroom, and all activities including ADA accommodations where appropriate. Follows all procedures and standards.
3. Makes ongoing, systematic observations and evaluations of each child.
4. Cultivates positive relationships, conducts parent conferences (as needed), and maintains effective communication with parents. Engages parents as volunteers and connects them to the YMCA.
5. Assist in the recruitment, hiring, training, development, and scheduling and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
6. Supervises high quality program activities to meet the needs of the community and fulfill YMCA objectives (see detailed list below).
7. Provides leadership and support while maintaining effective working relationships within the community.
8. Assists in the budgeting process while ensuring each program operates within fiscal objectives and program fees are collected (where required).
9. Monitors Daily Program Activities assuring compliance with federal, state, and local regulations. Ensures YMCA Program Standards are met and safety procedures are followed.
10. Maintains proper records/department files. Remains current on all required certifications.
11. Maintains positive relationships and effective communication with children, parents and other staff. Models relationship-building skills (including Listen First) in all interactions.
12. Responds to all member and community inquiries and complaints in timely manner.
13. Ensures all program participants are safe and follow all rules and regulations set in place by the YMCA of Metropolitan Columbus, GA. Reports any unsafe acts. Is familiar with handling problems & incidents and procedures for reporting problems and incidents.
14. Develops Program curriculum around YMCA core values, focusing on education and physical well-being.
15. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Strictly abides by the YMCA Child Interaction Policy, and enforces policy among all staff.
16. Reports all problems and is familiar with procedures for reporting problems and incidents.
17. Prepare and set up for group activities and clean up after activity is complete.
18. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
19. Maintains program site and equipment.
20. Inventory supplies as required and coordinates Department cleaning schedules with Maintenance Staff.
21. Schedules and oversees specialized programs, such as Parent's Night Out, Morning Out, etc.
22. Attends and participates in all employee trainings, meetings and/or related meetings.
23. Performs other duties as assigned



YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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.

QUALIFICATIONS:

- Bachelor's degree in human services, recreation, education, social services, related field, or equivalent preferred.
- One to two years related experience preferred.
- Minimum age requirements may apply; for example, minimum age of 21.
- Typical requirements within 30 days of hire include: completion of: CPR; First Aid; AED; Bloodborne Pathogens.
- Completion of YMCA program-specific certifications.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, lift and/or move up to 50 pounds (including children), have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity. The work is performed indoors, and may require occasional travel to various locations.

AGREEMENT:

I have read and understood the contents of this job description. I agree to comply with all the components of the job description or disciplinary actions may be taken, up to termination. I also agree to comply with all YMCA policies and procedures. I understand that it is my responsibility to seek further information for any questions or concerns I may have, until I have a clear understanding of my responsibilities and expectations.

Employee Signature: _____ Date: _____

Employee Name (Printed): _____