



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

WILKES-BARRE FAMILY YMCA JOB DESCRIPTION

Job Title: **School Age Program Coordinator**

FLSA Status: Exempt

Reports to: Child Care Director

Leadership Level: Team Leader

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The School Age Program Coordinator at Wilkes-Barre Family YMCA oversees the development and operations of youth programming and school age child care.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.
2. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success.
3. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.
4. Manages the program, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in program; securing and scheduling the needed facilities; and creating and scheduling the classes, activities or events.
5. Oversee the Before and After School program including but not limited to; advertisement, enrollment, and program operations.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Engaging Community



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QUALIFICATIONS:

- Bachelor's degree in related field or equivalent experience.
- YMCA Team Leader certification preferred but not required.
- Two years of related experience working with children.
- Minimum age of 21.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____