



RYE YMCA JOB POSTING

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Early Child Care Coordinator (Child Care)
FLSA Status: Full Time / Nonexempt
Reports to: Director Early Child Care

POSITION SUMMARY:

The Early Child Care Coordinator reports to Director of Early Child Care. Incumbent will assist in developing, organizing and implementing high quality YMCA programs in all areas of Child Care with an emphasis in Child Watch, ELC, Preschool Enrichment and Family Programs.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives (see examples of program specific duties attached).
2. Assists in recruiting, hiring, training, developing schedules, and directing personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information.
5. Assists in developing and maintaining collaborative relationships with community organizations.
6. Assists in monitoring program budget to meet/exceed fiscal objectives.
7. Monitors and evaluates the effectiveness of and participation in program areas.
8. Coordinates use of facilities for program activities and events.
9. Assists in YMCA fund raising activities and special events.
10. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in a timely manner.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors' communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models' adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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:

1. A strong background in Childhood Development and/or Education is required.
2. Must have experience to meet NYS certification requirements for a Camp Director.
3. Must have a minimum 1-2 years of related experience, with a demonstrated focus on family strengthening preferred.
4. Incumbent must possess strong skills in competencies listed above.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

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EXAMPLES OF PROGRAM SPECIFIC DUTIES:

Principle Activities:

A. Supervision:

1. Supervision of Child Watch, Family Service Staff, ELC and Preschool Enrichment.
2. Effectively plan and manage resources. Ensure effective staffing.
3. Communicates relevant information to all staff and volunteers clearly and accurately in a timely manner.
4. Provides training for staff on an on-going basis through staff meetings, personal consultation, special courses and clinics. Documents accordingly.
5. Enforces mandatory training requirements for all staff.
6. Implements the YMCA's character development initiatives in all aspects of programming.

B. Preschool Enrichment Program / ELC:

1. Oversee monthly lesson planning and implementation according to the developmental levels and interests of the children enrolled.
2. To create and maintain a safe and healthy setting that foster children's social, emotional, cognitive, and physical development.
3. Communicates pertinent information with the director obtained through contact with parents and children.
4. Maintain direct, quality and control of classroom that is consistent with the YMCA policies.
5. Accurately maintain daily records of attendance, emergency contacts binders, and allergy reports for all participants.
6. Actively participates with the children in all activities throughout the day including but not limited to: swim lessons, gym class, and outside play time.

Family Programs:

1. A strong focus on Family Strengthening – including, but not limited to: continued development of family events, programs and relationship building.
2. Ensures that appropriate equipment and supplies are available and working well.
3. Assists in ensuring that strategic initiatives relating to youth, family and teen are planned and implemented.

Child Watch Department:

1. Assists with the supervision of the Child Watch department – including, but not limited to staff schedules, input of package pricing.

C. Administration

1. Management of various lines within the all assigned budgets.
2. Assists in marketing and communication of all programs.
3. Effectively communicates with parents as needed.
4. Assist with ensuring proper licensing of programs and that all programs are run in accordance with licensing requirements.
5. Keeps informed on current regulations and trends.

D. Summer Camp (*In conjunction with the camp management team.*)

1. Assists with the supervision of Sumer Camps assigned.
2. Assists with the completion and submission of all permits and accreditation forms to the appropriate authorities.
3. Plans and implements schedules, programs and procedures to reflect camp goals.
4. Orders necessary supplies, food and equipment in accordance with camp budget.
5. Assists in registration procedures and in facilitation of camp staff training.
6. Monitors safety and all procedures as they pertain to the supervision of all campers and staff.
7. Assists in continued accreditation for the American Camp Association.

WORK SCHEDULE: Monday – Friday 9:30am – 5:30pm

HOURLY RATE: \$24.00