



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Special Programs Coordinator
STATUS: Full-time, Non-exempt
REVISED: Feb-20

DEPARTMENT: 09-Special Programs
REPORTS TO: Special Programs Director
BRANCH: Youth Development

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. Implement high quality adaptable programs and member services that promote inclusion of all abilities.

QUALIFICATIONS:

- High School diploma or equivalent general education degree, required.
- Education or previous work experience in recreational therapy, special education, or equivalent preferred.
- Certifications that must be obtained and maintained within first 90 days: CPR, AED , First Aid , Child Abuse Prevention, Blood borne Pathogens, Hazard Communication.
- Willingness to attend meetings, training, and obtain additional certification as requested.

PHYSICAL DEMANDS:

Ability to perform all physical aspects of the position; including leading classes, walking, standing, bending, reaching, and lifting. Individuals in this position may be subject to all elements of weather and loud facilities.

ESSENTIAL FUNCTIONS:

- Assist with coordination, planning, and implementation of programming and member services for individuals with special needs.
- Coordinate day-to-day operations of the member courtesy counter providing employment opportunities for individuals with special needs. Ensure sufficient staff coverage and personally cover shifts if necessary.
- Delegate tasks and responsibilities to assigned program staff, monitoring performance and providing development and leadership. Report staff successes and/or issues to the Special Programs Director. Manage staff hiring, performance evaluations and corrections.
- Ensure sufficient staff-to-participant ratios for assigned programs and personally cover shifts if necessary.
- Develop and maintain collaborative relationships with community organizations (i.e. Special Olympics).
- Attend Special Olympic events with members and program participants. Overnight travel may be required.

- Work with other program directors & coordinators developing adaptive accommodations to create an environment of acceptance and inclusion of participants with special needs throughout all YMCA programs.
- Assist in providing training and educational opportunities to staff and volunteers involved with programs including special needs population.
- Maintain documentation and participant records necessary for program participation, ensuring compliance with applicable medical information and privacy laws.
- Promptly respond to all emergency situations by adhering to the current emergency procedure guidelines and participate in 'Manager on Duty' schedule.

YMCA COMPETENCIES (Team Leader):

Advancing Our Mission & Cause

- Serves others by intentionally welcoming, connecting, and supporting them, and inviting them to get involved and give back to the community.
- Ensures programs and services meet community needs.
- Intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Recruits, on-boards, and develops volunteers from diverse backgrounds.

Building Relationships

- Builds effective teams and committees by fostering common vision and plans.
- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Writes clearly and concisely, using correct grammar, vocabulary, and appropriate tone for the message or audience.
- Maintains regular, clear, and concise communication within area of responsibility.

Leading Operations

- Responds to challenges with possible solutions in a timely manner.
- Acts responsibly with the Y's resources, following all budgeting policies and procedures and reporting irregularities immediately.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.
- Serves with purpose and passion.

Developing & Inspiring People

- Provides staff and volunteers with the support, time, tools, and resources necessary to set, meet or exceed goals.
- Coaches others for continuous development, including analyzing performance gaps, building development plans, delivering appreciative and developmental feedback, and aligning passions and career goals.
- Addresses sensitive issues, inappropriate behavior, or performance concerns to help the other person grow.
- Remains calm and objective when under pressure or when challenged by others.

- Leads with empathy, anticipating how actions and works impact others.

DISCLAIMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor.

Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

Employee Signature

Date