FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Glacial Community YMCA

Roehl Family YMCA – Schultz Family YMCA

Position Description

YMCA TITLE:	**Youth Development Coordinator**
DCF TITLE:	**School-Age Program Leader** **Camp Director**
DEPARTMENT:	**06-School Age Child Care**
STATUS:	**Non-exempt**
REVISED:	**Aug-26**

CHAIN-OF-COMMAND REPORTING:



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. Coordinate and oversee implementation of programming that encourages physical, emotional, and intellectual growth in a safe and nurturing environment.

QUALIFICATIONS:

- Must be at least 21 years of age.
- Certification or approved course work as defined by Department of Children & Families, required.
- Emergency Medical Responder certification required or must be obtained.
- At least 2 years' work experience in children's programming/education, preferred.
- Knowledge of state licensing and Young Star accreditation requirements, preferred.
- Willingness to attend meetings, training, and obtain additional certification as required.

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:

- Serve as a leader for program sites assigned, assuring operations meet all regulatory standards.
- For assigned programs coordinate, plan, and implement appropriate lesson plans that utilize, but are not limited to, the following areas: values, storytelling, games, drama, arts and crafts, singing, multi-cultural activities, sports/fitness and homework help.
- Work alongside program staff & exemplify performance expectations, delegate tasks and responsibilities, monitor performance and provide development and leadership. Evaluate and communicate staff successes and/or issues to appropriate chain-of-command leadership.
- Fulfill Health Supervisor role as assigned.
    - Respond to incidents, attend to injured or ill participants.

    - Review all accident/incident reports and medical logs for assigned programs.
    - Provide postings regarding communicable illnesses as needed or required.
    - Review medical care plans and authorizations to administer medications for participants.
- Ensure sufficient staff-to-participant ratios for assigned programs.
- Assist with on-boarding and training staff.
- Maintain documentation, participant records, and uphold program policies and practices in compliance with state licensing requirements.
- Coordinate supply stock needed for assigned programs/sites.
- Maintain good public relations and open communication with parents and off-site facility personnel.
- Ensure safety and cleanliness of all equipment and facilities utilized by programs.
- Accept personal responsibility to protect youth and vulnerable adults from abuse. Report suspected abuse or neglect according to Association procedures found in Abuse Prevention Policies & Procedures.

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.
• Tells the Y story in regular interactions with members.
• Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
• Shows appreciation and respect for the time, talent, and contributions of all volunteers.

Building Relationships

• Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
• Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
• Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
• Responds to the individual needs of the other person.
• Interprets messages and body language effectively.
• Adopts a personal leadership style or approach to influence others.

Leading Operations

• Delivers a high-quality experience to members, participants, or project teams.
• 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.
• Explores new ideas, remaining open to new ways of thinking and approaching problems.
• Improvises quickly and appropriately when faced with unexpected circumstances.

Developing & Inspiring People

- Supports members, participants, or project teams in achieving their goals.
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Acts in alignment with personal and organizational values in all situations.
- Accepts responsibility for behavior.
- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.

DISCLAMER:
Other duties may be assigned to this position at the discretion of chain-of-command leadership. Performance evaluation, based on essential functions and competencies, are generally conducted annually.

I acknowledge that I possess all qualifications stated and can perform all essential functions without special assistance. If at any time accommodation is required, I understand it is my responsibility to provide details in writing to chain-of-command leadership.