



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **JOB OPENING ANNOUNCEMENT**

### **Site Coordinator Level 1**

**Current Date:** 6/15/2017  
**Hiring Supervisor:** Megan Vlaming  
**Number of Positions Open:** 6  
**Date Position Begins:** 8/07/2017  
**Applications Accepted through:** 7/13/2017  
**Date of Interviews:** 7/17-7/21  
**Days and Hours:** Monday – Friday; 12:30-6:00 (no more than 29 hours per week)  
**Location of Positions:** Ogden-various Out-of-School Program Sites  
**Wage:** \$10.99-\$12.00/hour dependent upon experience  
**Employment Type:** Non-Exempt; Part-time

**General Function:** Part-time, 29 hours per week, position that provides day-to-day supervision and management of a child care site. Plans and implements a safe and quality child care program through working directly with employees, participants, school staff, and parents.

**Position Requirements:**

1. 21 years of age or older.
2. High school graduate or equivalent.
3. Three years or more of experience working with school aged children.
4. Two years or more of supervisory experience.
5. Have completed at least 24 college credits in approved school-age credits related to youth development, education, or similar study.
6. Current Department of Child Care Licensing approved CPR/First Aid (must include infant/child certification); Food Handlers Permit (within 30 days of employment).
7. Department of Child Care Licensing fingerprinting and background check (within 10 days of employment).
8. Completion of 2.5 hours of Department of Workforce training prior to entering program.
9. Child Abuse Prevention Training (within 30 days of employment).
10. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful.
11. Computer Proficiencies: Highly proficient in Google Platform.

**Principal Activities:**

1. Staff/Program Management in which you are responsible for minor decisions regarding routine problems where precedents have been established. Proactive in management techniques. Capable of instructing, directing, and supervising small group of employees at site.
2. Risk Management in which you are responsible for safety of program staff and participants.
3. Build relationships with staff, students, and external contacts, in which you will create and maintain a positive communication system.
4. Program duties in which you will plan, organize, and conduct program according to YMCA standards.
5. Frequent and reoccurring Marketing and Recruitment at site to ensure high program participation.
6. Fiscal Management in which you are responsible for your site programmatic budget and expenses.
7. General Duties to include necessary site paperwork, trainings, and other duties that are identified by your direct supervisor.

**Working Conditions:**

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift and/or assist children up to 50 pounds in weight.
4. Must be able to lift and carry food and supplies weighing up to 20 pounds.
5. Ability to stand or sit while maintaining alertness for several hours at a time.
6. Position may require bending, leaning, kneeling, and walking.
7. Ability to speak concisely and effectively communicate needs.
8. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

**Comments:**

All child care positions and staff are subject to licensing standards established by the Department of Child Care Licensing. Entry requirements for staff listed above are based upon current YMCA interpretation of such standards, are not inclusive, and are subject to change.

**Application Process:**

**Please send a current resume, application** (found on [www.ymcautah.org](http://www.ymcautah.org)) **and cover letter** to:  
Megan Vlaming  
[Mvlaming@ymcautah.org](mailto:Mvlaming@ymcautah.org)

You will be contacted via email within 48 business hours regarding your application.