



JOB OPENING ANNOUNCEMENT

SITE COORDINATOR

- Current Date:** 5.11.17
- Hiring Supervisor:** Cory Harrison
- Number of Positions Open:** 4
- Date Position Begins:** 8.14.17
- Applications Accepted through:** Until filled
- Date of Interviews:** Ongoing
- Days and Hours:** Full time M-F 10am – 6pm. Applicants must be willing to commit to 5 days a week for the entire 2017-2018 school year (August – May). For those that excel in this position there may be an opportunity to continue through summer. This position includes occasional night and weekend trainings.
- Location of Position:** Taylorsville, West Valley, or Salt Lake City Utah.
- Wage:** \$13- \$15 per hour based on experience
- Position Requirements:**
- 21 years of age plus High School Diploma or equivalent.
 - Minimum 1 year previous experience in child development, elementary education, recreation or other youth related field including curriculum development.
 - Minimum 1 year previous experience supervising others.
 - CPR/First Aid Certification, Food Handler Permit and Child Abuse Prevention Training must be completed prior to or within the first 30 days of employment.
 - Must pass a background check with fingerprinting within 10 days of employment.
 - Must be computer proficient.
 - Successful applicants will demonstrate the following qualities:
 - Passion for working with youth and families in a diverse setting.
 - Excel at time management, flexibility, organization and independent work proficiency.
 - Comfortable representing the YMCA in developing and nurturing relationships with school officials including teachers, guidance counselors and principals.
 - Cultural awareness and competency in cross-cultural practice.
 - Ability to manage relationships, group facilitation, problem solving, teambuilding, coordinating, communication and data collection.
 - Bilingual Spanish speakers a plus.
- General Function:** Under the guidance of the Assistant Director for Out of School Time Programs, the Site Coordinator is responsible for establishing a safe, enriching and fun atmosphere for youth to develop skills that help them become successful adults. The Site Coordinator is the face of the Y in the school community and serves as the primary contact for families, community partners and for the school. S/he is responsible to establishing a strong collaborative relationship with parents, school administrators, teachers and



guidance counselors in order to ensure that youth enrolled in program receive targeted opportunities for growth and that programs are enrolled at full capacity.

General Responsibilities: (include but are not limited to):

Program Management (50%)

- Provide a warm and welcoming environment for participants and guests that include program expectations, rules and values.
- Oversee the planning, implementation and evaluation of daily activities for youth.
- Conduct regular program outreach within the school community in order to retain program enrollment at a minimum of 90% of site capacity (based on ratio/space).
- Recruit, hire and supervise program staff, providing regular support and feedback.
- Oversee all weekly reporting and documentation including sign-in/out sheets, club paperwork, snack reporting, and attendance.
- Complete regular program assessments in coordination with Evaluation & Coaching Coordinator and Assistant Director. These may include pre- and post- testing of students, surveys of students, teachers and/or parents, and observation based individual assessments.
- Commit to a model of continuous improvement as demonstrated by regular program assessment.
- Report and track all incidences regarding behavior and accidents of both participants and staff.
- Create behavior management structures that positively reinforce student behavior and appropriately address disruptive or dangerous behavior. As necessary work together with school staff and care givers to develop individual behavior management plans.
- Work collaboratively with team members from other sites/departments to effectively leverage skills and share resources for the mutual benefit of all YMCA programs.
- Provide regular specific positive feedback to youth as well as constructive feedback when needed using the situation based model.

Community Development and Relationships (15%)

- Know every family in the program by name including establishing a relationship with the caregiver through frequent in person communication during pick up time.
- Build and maintain collaborative relationships with school personnel including principal, classroom teachers, guidance counselors and custodians.
- Participate regularly in both daily activities (participating in the classroom, volunteering as a school lunch/recess monitor, attending faculty meetings) and special events within the school community.
- Use a care team approach to address specific student needs by working together with care givers and school staff to identify goals and create a unified plan for support and accountability.



- Give caregivers regular updates and feedback on their child's progress including photo updates, examples of finished work/projects, positive progress notes, etc.
- Develop partnerships with local organizations to meet programming needs such as innovative field trip ideas, guest speakers, supply donations and transportation.
- Work to understand, support and promote other YMCA programs including the Early Childhood Education Program and Summer Day Camps.

Results and Metrics (10%)

- Maintain student records including attendance, incident logs, behavior reports and progress reports.
- Complete program and grant reporting on a monthly basis as required. These metrics may include program hours and attendance, dosage reports for specific topics such as STEM or language arts, evaluation and assessment reports and academic records.
- Provide regular opportunities for students and families to provide feedback on their experience.
- Conduct student, parent and teacher surveys as directed by Assistant Director.
- Regularly complete and verify timesheets of self, staff and volunteers.

Staff Development (5%)

- Attend weekly Site Coordinator meetings; actively participate in establishing policies, problem solving and sharing resources between team members.
- Conduct weekly meetings with site member, inviting school staff when appropriate.
- Identify appropriate learning opportunities to develop skills that benefit the program.
- Recruit and train new staff as needed throughout program year.
- Give regular feedback to team members and volunteers focusing on regular affirmation and timely direct constructive feedback when correct is needed using the situation based model.
- Participate in departmental and regional trainings as requested by supervisor, including occasional evening and/or weekend training; attend and document a minimum of 22 hours of in-service training per year.

Risk Management (5%)

- Engage youth in developing clear classroom rules and expectations that keep all program participants safe and engaged; incorporate these expectations into activities on a daily basis.
- Ensure that all YMCA policies and guidelines of conduct are followed by all staff and volunteers.
- Maintain and supervise close adherence to YMCA confidentiality policies as it relates to youth.
- Appropriately document all incidents and accidents.



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

- Wear YMCA name badge and t-shirt at all times when on school property or field trips.
- Conduct fire drills monthly and disaster drills twice a year.
- Ensure that youth are supervised by YMCA staff in accordance to approved ratio at all times.
- Routinely check equipment and environment for safety.
- Maintain a clean and organized work and class space at all times.
- Adhere to all guidelines in accordance with licensing and safe food handling requirements.
- Ensure that only parents and/or their authorized representatives are permitted on site and that no youth are released to any adult without following appropriate sign out guidelines.

Marketing & Communications (5%)

- Develop and execute a robust campaign for marketing the services offered by the YMCA within the school and wider community.
- Create and distribute a newsletter and calendar on a monthly basis.
- Participate in community and school events that increase the visibility of the Y.
- Actively engage with the marketing and communications team to ensure that the program is represented on social media and on the internet.
- Develop opportunities to host external guests, including policy makers and media in order to advocate on behalf of youth.

Financial Management (5%)

- Manage program budget, tracking all expenses with appropriate documentations of expenditures and appropriate spending in line with budget.
- Responsible for ordering and purchasing all program supplies including curriculum and snack orders.
- Track, accept and receipt payments from families, following established procedure for registration.

Emotional Maturity (5%)

- Maintain a positive, calm, professional attitude at all times with participants, colleagues and community partners.
- Responsibly manage both time and stress in order to create a positive environment for all youth.
- Establish appropriate boundaries with youth and colleagues to maintain a safe and welcoming environment for all.
- Ensure a high level of cultural competency within the program, nourishing an environment that is safe and welcoming to families of all backgrounds.
- Mentor and serve as a positive role model for students through action, speech and behavior.
- Communicate regularly with supervisor regarding issues of staff, school, sickness, time off, etc.
- Display and honor the YMCA values of Caring, Honesty, Respect and Responsibility at all times.



Other Information:

WORKING CONDITIONS:

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

Application Process:

All interested applicants must send resume and cover letter outlining your interest in position as well as the skills, knowledge and experience you have that qualifies you for success.

Please send to: **Cory Harrison, charrison@ymcautah.org**

You can find out more about The YMCA of Northern Utah and our programs at www.ymcautah.org