



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

YMCA of Northern Utah

Job Title: **Site Coordinator for School-Age Programs**

Job Grade: 4

FLSA Status: Regular Full-Time, Non-Exempt

Primary Location: Weber County

Primary Function: Afterschool (OST/ASP)

Revision Date: 9/28/2018

Schedule: M-F: School Year 10am-6pm; Summer 8am-5pm

Reports to: Youth Development Director and/or Associate Youth Development Director

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Site Director is responsible for management and direct oversight of an after school program to include staff hiring, curriculum execution, programmatic management, relationship building, and staff development to ensure success of program. During summer, the Site Director is responsible for management and direct oversight of a single summer day camp (to be assigned), to include day-to-day summer operations, field trips, schedules, staffing, etc. Duties include but are not limited to program development, hiring and management of staff, data and grant management, budgeting, program promotion and recruitment, community involvement within schools and other organizations/businesses, and relationship building with youth, families, and staff.

ESSENTIAL FUNCTIONS:

1. Manage, direct and coordinate school age enrichment programs and day camps in Weber and Davis counties. Ensure high quality programs and help to establish new program activities.
2. Recruit, hire, train, develop, schedule and supervise staff as needed. Assist Department Director in reviewing and evaluating staff performance. Develop strategies to motivate staff and achieve goals.
3. Assure compliance with state and local regulations as they relate to program areas. Ensure that program standards are met and safety procedures followed.
4. Maintain state child care licensing standards at assigned site. Respond to all agency, parent and community inquiries and complaints in a timely manner.
5. Collaborate with Youth Development Director to create and evaluate successful youth programs for school year and summer day camp sites, to include curriculum and/or lesson development and assessments for students.
6. Hire, Develop, coach, and mentor site staff to ensure quality programs throughout the year.
7. Work with Youth Development Director and/or Associate Director to create an engaging day camp at assigned program locations.

***This is not an exhaustive list of job duties. Other duties, responsibilities and activities may change or be assigned at any time based on program needs.*

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LEADERSHIP COMPETENCIES:

- Engaging Community
- Communication & Influence
- Fiscal Management
- Program/Project Management
- Developing Self & Others
- Critical Thinking & Decision Making
- Emotional Maturity

QUALIFICATIONS:

- Bachelor degree in education, recreation, human services, social services, business or equivalent or combination of equivalent education and experience
- 2 or more years of youth program management within a nonprofit agency
- Ability to assess and direct programs and staff based upon need, feedback, and changing environment
- Basic knowledge of budgets and grants
- Ability to create strong relationships within school communities and partners
- CPR/First Aid required
- Food Handler's certification required
- Must be able to pass a background check with fingerprinting

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- Must be able to lift and/or assist children up to 50 pounds in weight.

The YMCA of Northern Utah provides equal employment opportunities (EEO) to all employees and applicants. Applications for employment will be considered without regard to race, color, religion, sex, national origin, age or disability.

TO APPLY:

Interested applications should send a cover letter and resume to Anna Wright: annawright@ymcasaltlake.org

To learn more about the Y, visit us at ymcautah.org



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The Y: We're for youth development, healthy living, and social responsibility.