



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

YMCA of Northern Utah

Job Title: **Site Coordinator**

Job Grade: 4

FLSA Status: Full-Time, Non-Exempt

Primary Location: Salt Lake County

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

Primary Function: Youth Development

Reports to: 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 Coordinator 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 Coordinator 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.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Manage, direct and coordinate school age enrichment programs and day camps in Salt Lake County. Ensure high quality programs and help to establish new program activities.
2. Train, schedule and supervise staff as needed. Assist Youth Development 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. Mentor site staff to ensure quality programs throughout the year.
7. Work with Youth Development 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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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

LEADERSHIP COMPETENCIES:

- Engaging Community
- Communication & Influence
- Program/Project Management
- Emotional Maturity

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.

EQUAL EMPLOYMENT OPPORTUNITY:

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 Joanna Libby: jlibby@ymcasaltlake.org

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