



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

YMCA of Northern Utah Youth Site Coordinator

Job Title: Site Coordinator

FLSA Status: Non-Exempt, Seasonal

Job Grade: 3

Reports to: Programs Manager

Revision Date: 6/29/2018

Primary Function: Youth Development

POSITION SUMMARY:

Under the guidance of the Program Manager, the Site Coordinator 1 is a part-time position (up to 29 hours per week) that provides day-to-day supervision and management of a child care site and is responsible for establishing a safe, well-supervised, enriching, fun, positive, welcoming and nurturing atmosphere and ensures youth participants are safe, secure and have fun while helping youth to develop skills that help them become successful adults and citizens. The Site Coordinator 1 is responsible for leading staff in planning and actively participating in program activities and events and directs staff to lead activities to ensure the program is well received by principal, faculty, YMCA program leaders, volunteers, program participants and their parents. The Site Coordinator 1 works closely with the Program Manager and updates their program weekly.

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 and intentionality 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. 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.
8. Time Management in which you will work under the allowed hours and site times.
9. Communicate with Program Manager in regards to all successes and challenges, on a continuous basis.

***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:

1. 21 years of age or older.
2. High school graduate or equivalent.
3. 1 - 3 years or more of experience working with school aged children preferred.
4. 1 - 2 years or more of supervisory experience preferred.
5. Current Department of Child Care Licensing approved CPR/First Aid (must include infant/child certification); Food Handlers Permit (both earned within 30 days of employment).
6. Department of Child Care Licensing fingerprinting and background check (within 10 days of employment).
7. Completion of 2.5 hours of Department of Workforce training prior to entering program.
8. Child Abuse Prevention Training (within 30 days of employment).
9. 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.
10. Computer Proficiencies: Highly proficient in Google Platform.

LEADERSHIP COMPETENCIES:

- Program/Project Management
- Developing Self & Others
- Emotional Maturity
- Critical Thinking & Decision Making

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

Please send a current resume and cover letter to:

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