



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

## YMCA of Northern Utah

**Job Title:** Licensing and Grant Fidelity Coordinator  
**FLSA Status:** Non-Exempt, year-round  
**Location:** Weber County  
**Reports to:** Youth Development Director

**Pay Rate:** \$15 - \$18/hour  
**Job Grade:** 4  
**Revision Date:** 7/29/2019  
**Primary Function:** Youth Development

### POSITION SUMMARY:

Under the guidance of the Youth Development Director, the Licensing and Grant Fidelity Coordinator is a  $\frac{3}{4}$  time position (up to 35 hours per week) with full-time benefits. The Licensing and Grant Fidelity Coordinator provides day-to-day management of Childcare Licensing requirements and guidance in grant fidelity to include curriculum usage, lesson planning, and staff management. This position is also responsible for establishing and maintaining grant fidelity checks to ensure that all sites are meeting standards for grant compliance. The Licensing and Grant Fidelity Coordinator will work with the Youth Development Director to ensure that our Activities Specialists are current on training and data tracking. This position will work with the organization's Grant Development and Management Director to ensure that all needs for the different grants are being met in a timely and positive manner. The Licensing and Grant Fidelity Coordinator will also work directly with Site Coordinators to identify curriculum and lesson plans needed for school and summer programming to ensure that all needs are being met at the sites. This position will mainly work from 10-5pm, Monday - Friday, but some flexibility is allowed to ensure equal support for all programs and facility.

### 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. Manage Childcare Licensing requirements to include: paperwork, inspections, background checks.
2. 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 sites.
3. Risk Management in which you are responsible for the safety of program staff and participants with concerns to lesson plans, materials, and implementations.
4. Build relationships with staff, students, and external contacts, in which you will create and maintain a positive communication system.
5. Execution of grant requirements to include assessments, specified curriculum goals, data tracking and evaluation.
6. General Duties to include necessary site paperwork, trainings, and other duties that are identified by your direct supervisor.
7. Time Management in which you will work under the allowed hours and site times.
8. Communicate with Youth Development Director 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.*



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

### **QUALIFICATIONS:**

1. 21 years of age or older.
2. Bachelor degree within a youth-focused field of study or Child Development Associate credential (CDA).
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. 1+ years experience in working with restricted grants strongly preferred.
6. 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).
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 after hiring and 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 as well as data evaluations.

### **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:

Ann Nelson

anelson@ymcautah.org

893 E 24<sup>th</sup> Street Suite 200, Ogden UT 84401

801.839.3385