

JOB POSTING



JOB POSITION: YDC Business Coordinator

POSITION TYPE: Full-time

LOCATION: Aberdeen Family YMCA/YDC

POSITION POSTED: July 14, 2022

Open Until Filled

APPLICATIONS ARE AVAILABLE ONLINE:

www.aberdeenymca.org **Join Our Team**

Or pick up an application at the Aberdeen YMCA/YDC

Aberdeen Family YMCA

6 South State Street

Aberdeen, SD 57401

kjohnson@aberdeenymca.org

605-225-7113

Hiring Manager if questions:

Kayley Johnson kjohnson@aberdeenymca.org

GENERAL DESCRIPTION:

A BETTER US STARTS WITH U!

The Business Coordinator will be responsible for assisting the Youth Development Center Director with general operations and office management of the Youth Development Center (YDC).

Responsibilities will include oversight of child care center billing, accounts receivable, management of the YDC front desk and will assist the Youth Development Center Director as needed

JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Degree in Early Childhood Development (preferred), Business Administration or related field.
- CPR-PR (CPR for Professional Rescuer) (Can be obtained upon hire)
- First Aid Certification (Can be obtained upon hire)
Minimum of 1-year related experience and/or training; or equivalent combination of education and experience.
- Must have excellent attention to detail and proficiency with basic math skills, accounting and bookkeeping skills, strong computer skills, good proofing and editing skills.
- Proficient in Word and Excel for Windows; database experience (preferred)
- Individual must have proven ability to align and inspire people to set and reach goals, and implement innovative processes and successful programs.
- Experience responding effectively to sensitive inquiries and/or complaints.

Essential Functions:

- Specific duties include maintaining the budget by ensuring that all parent accounts are kept current, develops a payment plan to bring any outstanding balances current and ensures services are not provided without payment.
- Maintains accurate financial records by distributing parent statements and updating records.
- Researches and solves payment discrepancies, processes drafts, processes credit card and cash payments as necessary and makes adjustments to accounts as needed with approval from the YDC Director.
- Oversees the creation and maintenance of files for each family in care and processes Youth Development Center enrollment paperwork in a time effective manner and to the highest degree of accuracy.

- Assists with record keeping and assists in the supervision of the daily operation of the Youth Development Center in the absence of the YDC Director.
- Assists the YDC Director with staffing of the YDC as needed including but not limited to: interviewing, hiring, training, orientation of the building, and scheduling.
- Manages Childcare Services Representatives (YDC Front Desk)
- Assists in communication with parents on an as needed basis through a variety of approved communication methods.
- Recruits new families.
- Assists in developing and managing family appreciation events and YDC promotions.
- Exhibit proper professional attitude, striving to understand all family situations, maintaining confidentiality of staff and family information, and ensuring parent satisfaction.
- Assists in meeting and maintaining compliance with all State and local health department regulations.
- Completes YDC new hire paperwork in compliance with YMCA procedures and state licensing requirements. Keeps systems of record updated with staff information.
- Maintains required documents for state licensing requirements including: required staff records, maintenance and child participant files in systems of record.
- Maintenance and billing of scholarship awards and Child Care Services (CCS) records
- Maintains records for licensing reviews and results
- Maintains supplies for office needs as assigned
- Contacts vendors for maintenance/service calls if outside of YMCA scope of service
- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality and work with integrity, discretion and a professional approach.
- Promotes and incorporates the YMCA four core values and character development model into all program activities.
- Attend and participate in staff meetings and/or related meetings and approved trainings.
- Assist with special events as needed and actively participates in YMCA events
- Other duties as assigned

Competencies: Leadership, Analytical Skills, Problem Solving, Oral Communication, Delegation, Management Skills, Quality Management, Judgment, Planning and Organization, Safety and Security, Professionalism, Adaptability.

Equal Employment Opportunity

Resumes and employment applications can be returned to the email address above or at 5 S. State Street, Aberdeen, SD 57401.

Applications can be found on our website at aberdeenyumca.org.