

JOB POSTING



JOB POSITION: School Age Coordinator- Youth Development Center

POSITION TYPE: **Non-Exempt** Full-time

LOCATION: Aberdeen Family YMCA/YDC

POSITION POSTED: July 15, 2023

MINIMUM PAY RATE: Depends on experience

APPLICATIONS ARE AVAILABLE ONLINE:

www.aberdeenymca.org Join Our Team

Or pick up an application at the Aberdeen YMCA

Aberdeen Family YMCA

5 South State Street

Aberdeen, SD 57401

mjohnson@aberdeenymca.org

Hiring Manager if questions: Kaitlyn Fair kfair@aberdeenymca.org

GENERAL DESCRIPTION:

A better US starts with U! The School Age Coordinator assists the Director of Youth Development with developing, organizing and implementing high quality YMCA school age child care programs. Helps to manage the daily activities of the Youth Development Center school age programs at all program areas, including scheduling and supervising staff, managing transportation plan, communicating with children and parents, developing and meeting center goals and objectives and ensuring that the core values of the YMCA are modeled to all children, staff and parents. Schedule is Monday-Friday hours between 7:00 am-6:00pm.

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

- Minimum of 18 years of age (required)
- High School Diploma (required)
- Associates degree or higher (preferred)
- Current CPR/First Aid certification (may be obtained upon hire through employer)
- Valid driver's license
- Supervisory experience (required)
- Positive, effective, calm and professional oral and written communication with staff, members/guests, children and parents.

Essential Functions:

- Availability to work varied hours; early mornings, days, early evenings. (Mon-Friday)
- Assist the Director of Youth Development with ensuring high quality after school and summer programs for school age children.
- Assist with YMCA and YDC special events.
- Recruits, hires, trains, develops, schedules and directs school age staff and volunteers at all locations. Reviews and evaluates performance.
- Assures compliance with state and local regulations as they relate to program areas.
- Maintains records.
- Works cooperatively
- Ensures safety and security of the participants
- Attends staff meetings.

Competencies: Attention to detail, cooperation, dependability, initiative, good judgment, leadership, motivation, oral communication, professionalism, safety and security, self-control, stress tolerance, teamwork, adaptability, analytical skills, collaboration, customer service, personal growth, problem solving, quality management and written communication.

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.