



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Date Posted:	December 1, 2011
Job Title:	School Age Coordinator
Location:	Baldwinsville YMCA
Department:	School Age Child Care
Compensation:	DOE
Position Type: (F/T or P/T; Exempt or Non-Exempt)	Full-time - 40-Hours per Week Non-exempt
Job Requirements:	<p>General Functions: Under the direction of the School Age Child Care & Camp Director, the School Age Coordinator will perform various administrative duties to support the School Age Child Care Department as well as work directly with children that participate in the before and after school programs. The incumbent must perform their duties in accordance with the policies, goals, mission, values and objectives established by the YMCA of Greater Syracuse. The incumbent is a team player who accepts, demonstrates and teaches the YMCA core values of caring, honesty, and respect and responsibility.</p> <p>YMCA School Age Child Care and Camp Department Quality Service Theme: By acting as role models and building lasting relationships, we make a positive difference in families' lives.</p> <p>Responsibilities/Duties/Functions/Tasks: The essential functions of this position include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Visit and inspect every program site ensuring adherence and compliance to New York State Department of Children and Family Services child care regulations. • Review lesson plans to verify that a variety of structured activities are planned to meet the social, emotional, educational, and developmental needs of program participants. Verify that all departmental activity requirements are being met & meet with individual staff to address weaknesses in lesson plans. • Serve as a substitute staff member as needed to ensure program ratios are met - includes before and after school programs as well as summer camp programs. • Assist with processing Payroll, to include camp on a bi-weekly basis and process petty cash on a monthly basis. • Collect & file monthly Attendance, Sign In/Out, Newsletters, etc. for all SACC sites. • Print & provide all Site Coordinators with monthly Attendance, Weekly Sign In/Out forms in time for the start of each month/week. • Assist with the recruitment, hiring, & development of Site Staff. • Perform administrative and supervisory duties to include: supervision, performance evaluations, training and coaching, planning, scheduling, assigning and work direction; employee recognition and discipline, address complaints and resolve problems. • Co-Lead semi-annual progress reports with Site Coordinators to identify strengths & areas in need of improvement. • Prepare Employee New Hire Packets. • Track and maintain Staff qualifications (TB, medical, FA/CPR, state clearances, etc.). • Act as Front Line Staff Supervisor to include leading Site Coordinator Meetings. • Compile staff feedback & complete initial staff review, recommend merit increase. • Assist and/or lead Staff meetings and trainings. • Act as the 1st contact as program "principal" regarding disciplinary action. • Build relationships with families using Listen First. • Supply shop for sites w/o Site Coordinators. • Assist with 2 family events per year. Assist with Kids Night Out 4 times per year. • Assist with processing program registrations & payments as necessary. • Responsible for completing a minimum of 30 hours of training every 2 years with the first fifteen hours being received within the first 6 months of employment as required by the NYS Department of Social Services. (Many training sessions will be held during the monthly staff meetings.).

- Must perform other duties as related to the delivery of a quality program.
- Assist w/the completion of OCFS site licensing packets.
- Prepare all site binders with updated forms in preparation for the upcoming school year.
- Complete SACC, KKC and Camp Confirmation packets and prepare participant files for the office as well as sites.
- Supply shop for the 1st week of school.
- Assist with camp fieldtrips and special events as necessary.
- Perform various administrative tasks as needed.

Experience and Education:

- BS in Education or 2-years of college with 18 credit hours in a child related field
- 2-years experience working with School Age children; 1-year supervisory experience - both in a childcare setting

Qualifications:

- Knowledge of child care licensing requirements.
- Must have cleared fingerprints and a State Clearance Registry from New York State.
- Competencies in program development relevant to School Age Children and fiscal management of assigned budgets.
- Excellent communication (verbal and written) and interpersonal skills are critical to the success of this position.
- Strong computer skills using Microsoft Office Programs, especially word, excel and publisher, also experience with data base management software.
- Demonstrated leadership qualities, analytical and organizational skills, project management, time management, detail orientated.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, supervising, decision-making, problem solving team oriented, creative thinking and leadership skills.
- Ability to observe confidentiality.

Trainings & Certifications:

- Must complete Blood Borne Pathogens training prior to first day of work
- Must hold CPR, AED, and First Aid certifications or successfully complete no later than 30-days after employment begins
- Must hold Medication Administration Certification (MAT) or successfully complete within the first 60-days of employment
- Must complete YMCA Child Abuse Prevention within the first 60-days of employment and complete Activate America and Quality Service Training within the first 90-days of employment.

Core Competencies:

1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
3. Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.

5. Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect on End Results:

· This position has a direct impact on the before and after school program and the effectiveness with which the YMCA accomplishes its mission. The YMCA School Age programs are committed to promote an environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Strong relationships with parents and strong community image.
2. The School Age Child Care program has safe and age-appropriate activities and meets the needs of the community.

Physical Demands:

- Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 lbs, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment.
- Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus

Work Environment:

- Duties are performed in an office environment and in a childcare setting; at times childcare employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All childcare employees are required to follow the preventive health policies of the Center at all times. The noise level in the work environment is moderate to above average.

Americans with Disabilities Specifications:

- 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.

[Apply online](#)
by
December 9,
2011

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