



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POSITION DESCRIPTION

Job Title: Y's Kids Child Care Site Coordinator

Reports To: Program Director

Position Type: Non-Exempt Part Time

Revision Date: April 17, 2019

POSITION SUMMARY:

Under the direction of the Program Director, the Y's Kids Child Care Site Coordinator is responsible for the supervision of all site employees and participants. The Y's Kids Child Care Site Coordinator will assist the Program Director with the scheduling, supervision, and annual review of site-specific Y's Kids Child Care employees. The Y's Kids Child Care Site Coordinator Site Coordinator will ensure the delivery of Tri-Town YMCA developed curriculum, provides daily direction to site employees and feedback to the Program Director and parents, ensures all daily logs are completed and maintained, and oversees the delivery of a fun experience in a safe environment.

ESSENTIAL FUNCTIONS:

1. Supervises and ensures the safety of all participants and site employees at all times.
2. Supports site staff in the delivery of approved curriculum at their program site.
3. Serves as the on-site point person during emergency situations and ensures employees and participants are following procedures as documented.
4. Assists the Program Director with the hiring, supervision, discipline, scheduling, and annual review of site employees.
5. Assists the Program Director in the planning and organization activities, games, and experiences while supporting the site staff in the delivery and participation of activities, games, and experiences with all participants, including swimming lessons or free swim time.
6. Responsible for submitting daily attendance records to Tri-Town YMCA administration office and Northern Illinois Food Bank.
7. Supervises the preparation and distribution of snacks/meals to participants in accordance to the YMCA of the USA's Healthy Eating and Physical Activity Guidelines and requirements of the DuPage County Health Department.
8. Coordinates weekly trainings with site staff and reports training participation to Program Director.
9. Attends and participates in staff trainings and meetings as well as attending an annual training led by Northern Illinois Food Bank.
10. Maintains a positive relationship with all employees, participants, parents, vendors, and volunteers.
11. Demonstrates confidentiality of participant and agency information.
12. Demonstrates the capacity to make sound decisions and effectively communicates with all participants, parents, vendors, volunteers, and employees timely.
13. Responsible for the inventory and security of all equipment and materials and working collaboratively with the Program Director for the purchase/ordering of equipment and/or materials as needed and approved by the budget.

14. Safely operates the agency's 15-passenger bus in accordance local, state, and federal laws and enforces bus rules with passengers.
15. Responsible for any equipment and materials used, including the care of the bus. Reports any bus maintenance needs with Camp Coordinator, Program Director, Operations Manager, or CEO. Maintains a positive relationship with all employees, participants, parents, vendors, and volunteers.
16. Carries the site's cell phone, participants' medications, participant rosters, participants' and employees' emergency contact information at all times while on duty.
17. When necessary, administers medications to participants.
18. Responsible for following and enforcing all guidelines of Tri-Town YMCA with employees and participants, including the preparation and submittal of reports, logs, and other required paperwork.
19. Supports and participates in cleaning activity areas during and at the conclusion of programming.
20. Interacts with parents/guardians during drop-off and pick-up times.
21. Communicates problems, concerns, and changes in schedule to the Program Director.
22. Communicates any site employee or participant behavioral or disciplinary problems to the attention of the Program Director.
23. Supports and embodies the core values and mission of Tri-Town YMCA.
24. Other duties as assigned.

QUALIFICATIONS:

1. Must be at least 19 years of age.
2. Must have and/or be able to obtain valid First Aid, CPR, and AED certifications by first day of program.
3. Must have and/or be able to obtain a valid Food Safety and Handler's certification within the first 60 days of employment.
4. Must complete DCF's Mandated Reporter certification within first seven days of employment.
5. Must have valid State of Illinois driver's license.
6. Must complete and pass a criminal background check prior to start of employment.
7. Must have the ability to read, write, and organize materials in English.
8. Must be able to supervise participants and have safety awareness.
9. Proficient ability to work independently and with teams.

PHYSICAL DEMANDS & ENVIRONMENTAL CONDITIONS

The Y's Kids Child Care Site Coordinator may be required to work long periods of time inside and outside. The person must be able to lift, turn, and carry 25 pounds at least 10 feet, and placing this

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load on shelves at chest height so as to fulfill this requirement. May be required to work during various weather conditions, including hot temperatures and rain.

Sitting – Occasionally
Crawling – Occasionally
Stopping – Occasionally

Balancing – Occasionally
Crouching – Occasionally
Strength – Light (0-25 Pounds)

Climbing – Occasionally
Kneeling – Occasionally
Walking - Frequently

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