

## Twin Pike Family YMCA Job Description

Job Title: **21<sup>st</sup> CCLC Before and After School Program Site Coordinator**

FLSA Status: Non-Exempt

Reports to: Education Coordinator/Program Director

Revision Date: 9/12

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### **Position Summary: See Notes at bottom of the second page**

Responsible for the delivery of the 21<sup>st</sup> CCLC program within a designated school district, including development of curriculum and instruction, supervision of personnel within the program, and maintaining the state licensure certification. Works with the Education Director/Program Director and the school district's administration to implement the educational services. Provides direction for the program and staff, and implements program curriculum in the 21<sup>st</sup> CCLC program. Provides a quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring.

### **Essential Functions:**

1. Conducts ongoing assessment of staff functions to determine required core competencies and skills to meet the requirements of the 21<sup>st</sup> CCLC grant and the YMCA; and designs and implements training as needed. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
2. Ensure childcare programs implemented in the designated school district operate under established YMCA, 21<sup>st</sup> CCLC and state licensure guidelines.
3. Oversee and implements curriculum within the established guidelines.
4. Designs and implements daily lesson/activity plans.
5. Supervises the children, classroom, and all activities.
6. Works with Program Director and/or administrative staff to conduct billing and collection of child care fees.
7. Makes ongoing, systematic observations and evaluations of each child.
8. Maintains communication with parents, and engages parents as volunteers.
9. Maintains program site and equipment.
10. Maintains required program records.
11. Conducts, attends and participates in family nights, program activities, staff meetings, staff training and YMCA programs and events as designated.

### **YMCA Competencies (Leader):**

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Is able to work with non-certified staff and school administration. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Is student-centered and focuses on student needs and the student's experience. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another and is able to solve problems as they arise. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members. Is proactive, a self-starter and has good organizational and communication skills, and ability to maintain accurate records.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal

feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Qualifications:**

1. Meets educational and experience qualifications and passes all required background checks established by YMCA, state child care licensure certification and the 21<sup>st</sup> CCLC grant guidelines.
2. Possesses or achieves certification by the Missouri Department of Health and Senior Services (DHSS) as a Certified Site Director within timeline defined by DHSS. The DHSS certification level/education requirements will be dictated by the number of children served at the specified site.
3. At least 18 years of age.
4. Meets state licensure and 21<sup>st</sup> CCLC grant requirements regarding CPR, First Aid, AED certifications.
5. Completes YMCA Child Abuse prevention training within 30 days of hire date.
6. Previous experience working with children in a developmental setting preferred.
7. Ability to plan, organize, and implement age-appropriate/developmentally-appropriate program activities
8. Must possess a valid driver's license or have means of transportation to attend off-site meetings.
9. Previous experience with diverse populations.

**Physical Demands:**

1. Must be able to pass pre-employment drug test.
2. Ability to stand or sit for extended periods of time, bend, reach and lift.
3. Ability to drive motor vehicle.
4. Must be able to lift 30 lbs.

**ADDITIONAL NOTES REGARDING THIS POSITION:**

**Educational requirements specific to the Frankford 21<sup>st</sup> CCLC YMCA Afterschool site are:**

Elementary Teaching Certificate is preferred. Required, minimum of sixty (60) college semester hours (Elementary Education preferred). Twelve (12) of the hours must be in child care related courses; or twenty-four (24) months' experience and twelve (12) college semester hours in child-related courses. Business or management courses and business management experience preferred. Must be able to use Office Suite (Word, Excel, PowerPoint, etc) and have experience in attendance/financial systems (Quickbooks). Must be able to work during the hours of 2:40 pm and 6:10 pm daily on days that Frankford Elementary school is in session. Must be able to work 4 weeks in June 2:30 pm – 6:00 pm.

**Please send application and resume to:**

Twin Pike Family YMCA  
Attn: Chuck Tophinke  
614 Kelly Lane  
Louisiana, MO 63353

**Apply by email to:**

c.tophinke@twinpikefamilyymca.org

**Applications will be accepted until April 15, 2019.**

