



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

School Age Services Coordinator

Sign-on bonus: \$200.00

Job Description

Under the direction of the Director, the Coordinator is responsible for assisting with youth programming including, but not limited to School Plus, Summer Day Camp, and other activities falling within the department. Incumbent is responsible for record-keeping, paperwork related to state childcare licensing requirement site audits, supervision of staff, working with school officials, and state food service requirements.

KNOW-HOW:

Incumbent must possess a Bachelor's degree and one year experience in the field or a minimum of 60 college credits with 12 of those credits in child related courses and one year experience in the field. The Coordinator must also be familiar with state childcare licensing and food service requirements. Incumbent must fulfill continuing education requirements as outlined by the State of Missouri and obtain CPR, First Aid certifications.

PRINCIPAL ACTIVITIES:

- Ensure that YMCA-sponsored food programs follow USDA guidelines, providing requested information and reports to State agency and attending required trainings
- Ensure that School-Age child care records, programming and facilities abide by registration standards
- Assist Director with training and supervision of departmental staff
- Monitor program supplies
- Assure quality departmental staff through adequate training
- Create activities and programming schedules for Summer Day Camp, Winter/Spring Break
- Perform transportation duties as necessary
- Address parent and staff concerns
- Assist Director with schedule and ensure coverage of departmental staff shifts
- Ensure safety and well-being of all participants in the School-Age Services programs
- Fill in as School Plus and Day Camp departmental program staff as necessary
- Assist in set up and execution of Activity Days (Winter and Spring Breaks)
- Assist in conducting departmental staff meetings
- Assist Director with planning and implementing enrichment and physical activities for program participants in School-Age programs
- Address customer service concerns within the department
- Maintain accurate records for all School-Age programs
- Understand and abide by the Joplin Family YMCA personnel policies
- Perform any other duties as assigned by Director



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

EFFECT ON END RESULT:

Professional School Age Services programming will result in greater customer satisfaction and increased participant, retention, and safety as well as position the Joplin Family YMCA as the community leader in childcare services. Compliance with USDA guidelines will ensure continuation of funding and renewal of contracts. Compliance with state licensing standards will ensure continuation of funding and renewal of contracts.

POSITION QUALIFICATIONS:

- **Education:** Bachelor Degree (preferred)
- **Experience:** One to two years related experience
- **Computer Skills:** Microsoft (CCC and/or Genesis preferred)
- **Other Requirements:** Class E or CDL preferred
- **Job Type:** Part Time with the possibility of becoming full time in January of 2020.
- **Work Schedule:** Monday thru Friday 12:30 pm to 5:30 pm