



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF AUBURN-LEWISTON JOB DESCRIPTION

JOB TITLE: SCHOOL AGE ENRICHMENT COORDINATOR

STATUS: FULL TIME

FLSA STATUS: NON-EXEMPT / HOURLY

DEPARTMENT: CHILD CARE

REPORTS TO: ASSOC. DIRECTOR OF YOUTH DEVELOPMENT

REVISION DATE: 8/1/2021

POSITION SUMMARY:

THIS POSITION SUPPORTS THE WORK OF THE Y, A LEADING NONPROFIT COMMITTED TO STRENGTHENING COMMUNITY THROUGH YOUTH DEVELOPMENT, HEALTHY LIVING, AND SOCIAL RESPONSIBILITY. THE SCHOOL AGED ENRICHMENT COORDINATOR IS RESPONSIBLE FOR DELIVERING EXCELLENT PROGRAMMING AND SERVICE TO ALL. HE/SHE IS RESPONSIBLE FOR PLANNING, IMPLEMENTING, SUPERVISING AND FACILITATING A COMPLETE AND DIVERSIFIED EDUCATIONAL, SOCIAL AND RECREATIONAL PROGRAM AND ACTIVITIES FOR THE MEMBERS IN ACCORDANCE WITH THE MISSION OF THE Y AND THE STATE OF MAINE LICENSING REGULATIONS.

OUR CULTURE:

OUR MISSION AND CORE VALUES ARE BROUGHT TO LIFE BY OUR CULTURE. IN THE Y, WE STRIVE TO LIVE OUR CAUSE OF STRENGTHENING COMMUNITIES WITH PURPOSE AND INTENTIONALITY EVERY DAY. WE ARE WELCOMING: WE ARE OPEN TO ALL. WE ARE A PLACE WHERE YOU CAN BELONG AND BECOME. WE ARE GENUINE: WE VALUE YOU AND EMBRACE YOUR INDIVIDUALITY. WE ARE HOPEFUL: WE BELIEVE IN YOU AND YOUR POTENTIAL TO BECOME A CATALYST IN THE WORLD. WE ARE NURTURING: WE SUPPORT YOU IN YOUR JOURNEY TO DEVELOP YOUR FULL POTENTIAL. WE ARE DETERMINED: ABOVE ALL ELSE, WE ARE ON A RELENTLESS QUEST TO MAKE OUR COMMUNITY STRONGER BEGINNING WITH YOU.

ESSENTIAL FUNCTIONS:

- MAINTAINS ONGOING COMMUNICATION WITH THE ASSOCIATE DIRECTOR OF YOUTH DEVELOPMENT.
 - ASSISTS WITH ADMINISTRATIVE TASKS WHEN NEEDED
- THE WORK SCHEDULE WILL INCLUDE A COMBINATION OF HOURS IN DIRECT CARE, AND ADMINISTRATIVE HOURS [I.E. PLANNING, SCHEDULING].
- IS ATTENTIVE AND PROVIDES ACTIVE SUPERVISION OF STAFF AND PARTICIPANTS, ALWAYS REMAINING ALERT AND OBSERVANT.
- PROMOTES A TEAM CONCEPT THROUGH A POSITIVE APPROACH TO SUPERVISION, ROLE MODELING, COMMUNICATION, AND INTERACTIONS WITH OTHERS.
- MUST MEET MANDATED TRAINING HOURS FOR STATE LICENSING COMPLIANCE AND PROFESSIONAL DEVELOPMENT.
- MAINTAINS REQUIRED EVALUATIONS AND TRAININGS OF STAFF AS MANDATED BY STATE LICENSING REQUIREMENTS [I.E. MRTQ TRAININGS, SAFETY REGULATIONS ETC.], AS WELL AS STUDENT FILES.
- ASSISTS IN SUPERVISING, ASSESSING, MENTORING, MOTIVATING, AND TRAINING SCHOOL AGE COUNSELORS.
 - CREATES STAFF SCHEDULE.
 - ASSIST IN STAFF PERFORMANCE EVALUATIONS.

- MAINTAINS ACCURATE PROGRAM RECORDS AS ASSIGNED AND ACCORDING TO PROGRAM AND LICENSING REQUIREMENTS [I.E. STUDENT FILES, SIGN IN/OUT, ATTENDANCE, FOOD PROGRAM].
- RESPONSIBLE FOR PLANNING AND IMPLEMENTING DAILY/WEEKLY/MONTHLY SCHOOL AGE CURRICULUM.
 - BEFORE SCHOOL, AFTER SCHOOL, NO SCHOOL DAYS, AND SCHOOL VACATIONS [SCHEDULES, ACTIVITIES, LESSON PLANS, FIELD TRIPS, CLUBS ETC.].
- FACILITATES A PROGRAM ENVIRONMENT THAT INVITES EXPLORATION, PROMOTES POSITIVE RELATIONSHIPS, AND WELCOMES ALL CHILDREN.
- SERVES AS A LIAISON TO CREATE PROGRAMMING OPPORTUNITIES BETWEEN THE Y AND SCHOOL AGED CHILDREN IN OUR SERVICE AREA. PARTICIPATES IN COMMUNITY EVENTS AND HELPS MARKET THE SCHOOL AGE PROGRAM - RECRUITING PARTICIPANTS AND INCREASING PROGRAM ENROLLMENT.
 - ASSIST IN MARKETING OF THE PROGRAM TO INCLUDE FLIERS, SOCIAL MEDIA, EMAIL INITIATIVES, AND MAINTENANCE OF THE SA WEBSITE.
- ATTENDS AND PARTICIPATES IN FAMILY EVENTS, PROGRAM ACTIVITIES, STAFF MEETINGS, AND STAFF TRAINING.
- COMMUNICATES REGULARLY WITH PARENTS IN AN EFFECTIVE AND RESPECTFUL MANNER [IN PERSON, EMAIL, HANDOUTS/NOTICES].

SCHOOL AGE ENRICHMENT COORDINATOR: EDUCATION, EXPERIENCE AND SKILLS

- A BA OR BS IN CHILD DEVELOPMENT OR RELATED FIELD WITH A MINIMUM OF 3 TO 5 YEARS EXPERIENCE IN CHILD CARE, GROUP SOCIAL WORK, RECREATIONAL FIELD, SOCIAL EDUCATION FIELD, OUTDOOR OR CAMP PROGRAMS.
- POSSESSES THE PERSONALITY AND TEMPERAMENT THAT ENCOURAGES CONFIDENCE, TRUST, AND RESPECT FROM THE MEMBERS, STAFF, AND PUBLIC.
- MUST HAVE THE ABILITY TO REMAIN CALM AND CONSISTENT AS WELL AS, PORTRAY FAIR JUDGMENT IN DIFFICULT SITUATIONS.
- EXCEPTIONAL GROUP MANAGEMENT, PROBLEM-SOLVING AND CONFLICT RESOLUTION SKILLS.
- EXPERIENCE IN LEADING STAFF.
- EXPERIENCE IN CREATING INTERACTIVE AND EDUCATIONAL/ARTISTIC ACTIVITIES, YOUTH DEVELOPMENT, ACADEMIC ENRICHMENT, AND ARTS.
- MUST POSSESS ORAL, AUDITORY, AND WRITTEN COMMUNICATION SKILLS APPROPRIATE FOR INTERACTING WITH BOTH CHILDREN AND ADULTS.
- MUST BE CAPABLE OF IMPLEMENTING THE DAILY ADMINISTRATIVE, PROGRAM RELATED, AND SUPERVISORY RESPONSIBILITIES FOR A SCHOOL AGED ENRICHMENT PROGRAM.
- FLEXIBILITY, WITH THE ABILITY TO ADAPT TO CHANGING CIRCUMSTANCES.

LEADERSHIP COMPETENCIES

- ASSIST WITH FACILITATING EDUCATION/TRAINING TO STAFF ON TOPICS SUCH AS BEHAVIOR MANAGEMENT, COMMUNICATION, AND PROGRAM MANDATED TRAININGS.
- IDENTIFY AND MANAGE CHILD BEHAVIOR ISSUES, TO INCLUDE PROPER DOCUMENTATION AND COMMUNICATION WITH PARENTS/GUARDIANS ABOUT ANY CONCERNS. WORK WITH STAFF, PARENTS, AND GUARDIANS TO DISCUSS BEHAVIORAL POLICY AND DEVELOP BEHAVIOR PLANS THAT ALLOW CHILDREN TO BE SUCCESSFUL IN THE PROGRAM.
- SUPERVISE AND ASSIST SCHOOL AGE COUNSELORS.
- VALUES ALL PEOPLE FOR THEIR UNIQUE TALENTS AND TAKES AN ACTIVE ROLE IN PROMOTING PRACTICES THAT SUPPORT DIVERSITY, INCLUSION, AND CULTURAL COMPETENCE.
- BUILDS AUTHENTIC RELATIONSHIPS IN THE SERVICE OF ENHANCING INDIVIDUAL AND TEAM PERFORMANCE TO SUPPORT THE Y'S WORK.
- RECOGNIZES AND ACTS ON THE NEED TO CONTINUALLY DEVELOP OTHERS' CAPABILITIES TO ATTAIN THE HIGHEST LEVEL OF PERFORMANCE POSSIBLE.
- INTEGRATES LOGIC, INTUITION, AND SOUND JUDGMENT TO ANALYZE INFORMATION TO IDENTIFY GREATEST OPPORTUNITIES, MAKE SOUND DECISIONS, AND SOLVE PROBLEMS.

- LEADS SELF AND OTHERS THROUGH CHANGE BY NAVIGATING AND ADAPTING WELL TO NEW SITUATIONS, OBSTACLES, AND OPPORTUNITIES.
- ASSIST WITH SCREENING OF POTENTIAL STAFF, INTERVIEWING AND ON-BOARDING PROCESS/ORIENTATION.
- CONTINUE PERSONAL PROFESSIONAL GROWTH BY PARTICIPATING IN RELATED COURSES, INSTITUTES, AND WORKSHOPS.

WORK ENVIRONMENT & PHYSICAL DEMANDS

SUFFICIENT STRENGTH, AGILITY AND MOBILITY TO PERFORM ESSENTIAL FUNCTIONS OF POSITION AND TO SAFELY SUPERVISE CHILDREN’S ACTIVITIES IS REQUIRED. THIS MAY INCLUDE, BUT IS NOT LIMITED TO:

- VARIETY OF ENVIRONMENTS, BOTH INDOOR AND OUTDOOR
- ABILITY TO LIFT, CARRY, PUSH, PULL UP TO 50LBS
- SUSTAIN LONG HOURS OF ACTIVE WORK [STANDING, SITTING, MOVING, SQUATTING, BENDING]
- SUPERVISION OF CHILDREN DURING TRANSPORTATION
- RECOGNIZE AND MODEL THE IMPORTANCE OF STAFF ATTENDANCE IN A RATIO BASED CARE.
- SETTING HIGH NOISE LEVELS
- ABILITY TO HANDLE STRESS AND MAINTAIN A POSITIVE ATTITUDE
- MEET DEADLINES
- PUBLIC SPEAKING
- OVERSEE AND DIRECT EMPLOYEES WITH A VARIETY OF WORK STYLES
- MODERATE KEYBOARD REQUIREMENTS AND MODERATE EYE STRAIN

SIGNATURE:

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES ASSIGNED AND DIRECTED BY MANAGEMENT. I HAVE REVIEWED AND UNDERSTAND THE REQUIREMENTS, ESSENTIAL FUNCTIONS, AND DUTIES OF THE POSITION.

EMPLOYEE’S NAME [PRINTED]

EMPLOYEE’S SIGNATURE

TODAY’S DATE