NORTH PENN YMCA
POSITION DESCRIPTION

POSITION TITLE: Program Coordinator – Youth and Teen

☐ Permanent Part Time

SUPERVISOR: Department Director

GENERAL FUNCTION: The Administrative Assistant assists the Youth and Teen Director, and assigned staff by aiding in the development and programming of school age care and summer camp for families of the Indian Valley and Perkiomen Valley communities. This position may involve early morning, evening and weekend responsibilities.
This job is performed to standard when all work is completed accurately and on time, with minimal supervision.

Maximum hours weekly: 28 Hours Needed: 2:00-6:00 PM Mon-Fri

QUALIFICATIONS

- Requires Bachelor's or Associate's degree in education, human services or related field
- Knowledgeable about office processes and procedures, including but not limited to Microsoft Office
- Ability to work with integrity, discretion, attention to detail, and a professional approach
- Effective Communication; written, oral and through presentations
- Experience in the management of staff, programs, resources, budget responsibilities, scheduling, facilities and equipment
- Must have strong collaborative work ethic
- Ability to interact with people of all ethnic backgrounds, ages, and lifestyles

RESPONSIBILITIES

- Update job knowledge by participating in educational opportunities; reading professional publications.
- Maintain DPW regulated records on staff, children and the programs
- Ability to act in directors behalf as instructed
- Oversee staff and children files and emergency books when necessary
- Complies with all PA state childcare regulations as outlines by the Department of Public Welfare and be accountable for all state inspections at all B/A sites along with the Sr. Youth and Teen Director
- Maintain staff training schedule and update staff files to ensure compliancy with regard to all state regulations
- Visit sites when needed or assigned by Y&T Director
- Responsible for planning, coordinating and implementing of the enrollment registration process in conjunction with the Sr. Youth and Teen Director, Billing Department and Membership staff year round
- Maintain and update all program registrations and brochures
- Additional general office/administrative duties to include, but not limited to filing, typing, compiling and designing forms
- Staff and handle all Y day/inclement weather forms and meals for the hot lunch ensuring billing department has in timely fashion
- Ability to process, understand and respond appropriately to emergency situations
- Coordinates staff office budget, stationery orders and office supplies
- Maintain quality service by following organization standards