

School Age Child Care Program Coordinator

North Penn YMCA – Indian Valley Family YMCA – Harleysville, PA

\$15-\$17 per hour – Part-Time

GENERAL FUNCTION: The Program Coordinator assists the Youth & Teen Director and program staff by aiding in the development and programming of school age care for families of the Indian Valley and Perkiomen Valley communities. This position may involve early morning, evening and weekend responsibilities. This position may lead into coordinator duties with Summer Camp.

Part-Time Non-Exempt Position. Includes a YMCA Membership during employment.

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 child care sites along with the Youth & 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 implementation of the enrollment registration process in conjunction with the Youth & Teen Director, Billing Department and Membership staff year-round.
- Maintain and update program registration and promotion materials.
- Additional general office/administrative duties to include, but not limited to filing, typing, compiling and constructing forms.
- Fully staff and manage all Y-Days (full-day care) held at the Y.

- Ability to process, understand and respond appropriately to emergency situations.
- Helps coordinate purchases for department offices, stationery orders and office supplies.
- Maintain quality service by following organization standards.
- Assist with management of Keystone STARS accreditations.
- Purchase supplies/snacks as needed for program.
- Contribute to team effort by accomplishing assigned tasks as needed.
- Perform any other functions necessary for the smooth and efficient operation of the North Penn YMCA.

WORK ENVIRONMENT REQUIREMENTS

- Ability to perform adequately the physical activities as related to job responsibilities and ensuring the safety of all children and staff.
- Ability to function under inside and outside environmental conditions.
- Ability to lift or carry up to thirty (30) pounds.
- Ability to perform the following sensory and communicative activities adequately: hearing and seeing; reading, writing, speaking English fluently.

Job Type: Part-time

Salary: \$15-\$17.00/hour

Send resumes to: Lauram@northpennymca.org