



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

Job Title: Early Learning Site Specialist for preschool wraparound care

Pay Rate: \$17.00 - \$19.00 per hour

Program Hours: Monday-Friday, Morning 6:30am-9am, Afternoon 3:15pm-6pm

POSITION SUMMARY:

The YMCA of Greater Kalamazoo partners with Portage Public Schools to offer before and after wraparound care for their early learning programs. The program takes place at the Portage Community Education Center. The Early Learning Site Specialist will work with front-line staff and the Early Learning team to create a high-quality program. Staff will provide overall program guidance and direct supervision to children while modeling our core values of integrity, collaboration, diversity, and health.

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:

1. Availability during all hours of programming; M-F 6:30am-9:00am and 3:15pm-6:00pm. Full day care offered on no school days and during summer break.
2. Provide daily direction and oversight of assigned program site to ensure program runs smoothly and efficiently each day
3. Develop and help facilitate educational and engaging activities for children ages 3-5.
4. Develop and demonstrate knowledge of childcare licensing requirements
5. Lead team meetings and assist with the hiring and training of new staff.
6. Ensure program records are complete and kept confidential as required
7. Develop relationships with staff, students, and families to ensure open communication is maintained throughout the school year.
8. Commit to expanding your skills and knowledge with required and recommended trainings
9. Follow CACFP requirements and assist with food preparation for all Early Learning locations, as needed.
10. Remain current in CPR and First Aid to be able to appropriately handle emergency situations
11. As required by Michigan law, report any suspected incidence of child abuse to the Association OST Director and Children's Protective Services (appropriate legal authority).

The Y: We're for youth development, healthy living, and social responsibility.

Updated 8/4/2025



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QUALIFICATIONS:

1. Must be at least 19 years of age.
2. High school diploma, GED, or equivalent.
3. Education and experience equivalent to the MiLeap Site Administrator requirements.
4. Must be able to pass comprehensive background check.
5. Current First Aid and CPR certifications.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to participate in activities with children
- Daily cleaning to maintain a safe and healthy space