



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

JOB DESCRIPTION

POSITION SUMMARY:

Responsible for assisting with the day-to-day operations of designated childcare centers within all state licensing regulations and Association policies and procedures. Assists with the planning and implementation of all program activities. Provides a quality experience to children and parents focused on YMCA core values: honesty, respect, responsibility, and caring.

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. Assist in the training, supervising, scheduling, and evaluating of staff.
2. Maintain positive relations and effective communication with staff, parents, and children including using our parent communication app, Bloomz.
3. Ensure all childcare locations are meeting or exceeding licensing standards.
4. Assist in the planning, organizing, and directing of developmentally appropriate programs for school-age children.
5. Assist with implementation of Child Nutrition Programs (CACFP and SFSP).
6. As required by Michigan law, report and suspected and child abuse to the Child Care Director and proper authorities.
7. Assist with program registration and billing when needed.
8. Assist in the development of promotional materials and recruitment of program participants.
9. Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies. Remain current in First Aid and CPR.
10. Assist with special events.

YMCA of Greater Kalamazoo

Maple

1001 W. Maple St.
Kalamazoo MI 49008
269.345.9622

Portage

2900 W. Centre St.
Portage MI 49024
269.324.9622

(continued / School Age Child Care Coordinator)

QUALIFICATIONS:

1. Must be 21 years of age.
2. Education and experience equivalent to State of Michigan School-Age Program Director. Bachelor's degree or higher in child-related field preferred.
3. Must be able to pass comprehensive background check.
4. A minimum of six months of experience with children.
5. First Aid and CPR certifications must be obtained within the first 30 days of hire.

PHYSICAL DEMANDS:

1. Ability to plan, lead, and participate in a range of activities in a variety of outdoor/indoor settings, including swimming.
2. Light cleaning as needed.

CONTACT:

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