



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

Title: Kids Zone Coordinator-Maple (part-time days/evenings/weekends)

Pay Range: \$12.00-\$15.00/hour

POSITION SUMMARY:

Provides leadership to the Kids Zone, including the day-to-day operation of the on-site child care service. Ensure the safety of children while parents are using the facility, and effectively communicate with both parents and staff.

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. Select, hire, schedule, train, and evaluate all staff using established YMCA guidelines.
2. Assist in the development and control of the annual budget.
3. Provide accurate records, including payroll, participation, income, and expenses.
4. Oversee the purchase and care of all equipment and supplies.
5. Provide leadership for the handling of participant concerns.
6. Assist in the development of the annual training and schedule for the department.
7. Make recommendations regarding policy, programming and hours of service.
8. As required by Michigan law, report any suspected incidence of child abuse to the program director.

QUALIFICATIONS:

1. One-year experience working with children at the YMCA or in a formal educational setting.
2. Current infant/child CPR certification.
3. Must be able to interact with people of diverse backgrounds.
4. Must be able to supervise a total ten to twenty staff (2-3 at a time) and ten or more children.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

1. Must be able to physically participate in activities with children.
2. Lifting up to 50 pounds may be required.
3. Some light cleaning is required.