



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Kalamazoo Job Description

Job Title: Out of School Time Multi-Site Coordinator

**Pay Rate: \$15.00-\$17.00/hour**

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### POSITION SUMMARY:

Responsible for the direct supervision of up to three designated School Age Programs within all state licensing regulations. Ensures the safety, growth, and development of all program participants.

### 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. Develop, implement, and evaluate program and center policies for up to 3 program sites.
2. Be at each designated site at least once per week and maintain documentation of visits.
3. Administer day-to-day operations, including being available to address parent, child, and staff issues.
4. Ensure that the school-age program meets or exceeds all state licensing regulations and guidelines.
5. Maintain up-to-date program records including attendance, accidents, incidents, child files, staff files, and any others relevant to the operation of the program.
6. Assist in the growth and implementation of program-wide initiatives including but not limited to character development, STEM, physical activity, nutrition education, special events and other areas as they arise.
7. Ensure all sites are following all guidelines related to the CACFP.
8. Communicate effectively with parents, both verbally and in writing, throughout the year.
9. Appropriately handle all emergency situations, remain current in CPR/First Aid certifications.
10. As required by Michigan law, report any suspected incidence of child abuse or neglect
11. Communicate effectively with parents, both verbally and in writing, throughout the year. Keep the Child Care Services office apprised of the nature of communications with parents and site host.



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**QUALIFICATIONS:**

1. Must be at least 21 years of age.
2. Bachelor's Degree or higher in child-related field.
3. Minimum 1 year of experience working with school-age children.
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 physically with the children.
- Some light cleaning is required.
- Proof of negative TB test.