



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo Job Description

JOB TITLE: School-Age Childcare Coordinator

PAY RATE: \$13.00/hour

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.



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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.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Ability to plan, lead, and participate in a range of activities in a variety of outdoor/indoor settings, including swimming.

Resumes and questions can be directed to Kristen in Human Resources at klovely@kzooyymca.org.