



## High School After School

Position: Site Coordinator

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### **Experience/Education**

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- 1-2 years of working with teens and general public, preferably in a school high school environment.
- Experience supervising and managing staff and/or volunteer.
- At least 48 college credits
  - or NCLB (No child left behind act) certified

### **Required Skills, Knowledge and Characteristics:**

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These are the most important qualifications of the individual selected as the High School After School Site Coordinator.

- Strong effective communicator in writing, business presentations and in interpersonal communication.
- Demonstrates strong teamwork skills with the ability to lead in an environment of constant change and challenges.
- Demonstrates a high degree of confidentiality and unusual common sense.
- Able to direct the efforts of a team of diverse backgrounds and skill.
- Demonstrated ability to increase productivity and continuously improve methods, approaches, and departmental contribution while being cost-sensitive. Commitment to continuous learning.
- Demonstrated ability to see the big picture and provide useful and strategic advice and input within the program and organization
- Experience working in a flexible, employee empowering work environment.
- Familiarity and skill with computer usage, Microsoft Office suite of products (Excel and word knowledge is a must), internet, and common technology tools.
- Experience in organization development and management.
- Able to manage schedule and staff in a busy and ever changing environment.
- Ability to complete assignments and tasks on time.
- Must be a professional representative of the YMCA both in appearance and mentality.

### **High Level Overview of Job Requirements:**

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- Report directly to the program director.
- Overall talent management strategy including workforce planning; recruiting; hiring; training and development; performance planning, management, and improvement; and succession planning with both staff and volunteers.
- Point of contact between the YMCA and the school site administrators (district-level).
- Demonstrated proficiency in policy development, documentation, and implementation.
- Oversees employee safety, welfare, wellness and health.
- Responsible for community outreach and communication, charitable giving, ongoing fundraising for the YMCA.
- Attend meetings, trainings, and events which may or may not occur during regular scheduled hours.
- Must pass a background check at a designated YMCA facility and SUSD.

### **Salary:**

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- 13.00 hourly

### **How to Apply:**

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- **Apply Online:** <http://ymcasjc.org/ymca/employment>
- **Apply by Email:** [irobles@ymcasjc.org](mailto:irobles@ymcasjc.org)
- **Apply by Mail to:** Isela Robles, 2105 W March Lane, #1, Stockton CA, 95207
- **Resumes or Applications Accepted Until:** 11/18/2016