



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

YMCA OF SAN JOAQUIN COUNTY - JOB DESCRIPTION

PROGRAM COORDINATOR (PART-TIME)

Under supervision of the Operations Director, the Program Coordinator will support the Y-Adventure Guides program through planning and implementing activities that provide support and strengthens the ability of children and fathers to communicate at an early age in ways that are caring, honest, respectful, and responsible.

DUTIES AND RESPONSIBILITIES:

The Program Coordinator must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The Program Coordinator will be responsible for the following:

1. Work with Operations Director to coordinate and organize events, trips and activities.
2. Perform administrative duties to support program.
3. Assist with creating and implementing marketing materials.
4. Coordinate and attend meetings, trainings and events as required.
5. Possesses mature judgment and sound decision-making.
6. Communicates effectively with members, peers, volunteers, parents, children and supervisor.
7. Follows all YMCA policies, rules, regulations, and procedures including emergency procedures.
8. Incorporates the mission, philosophy and 4 core values of the YMCA in all communication with participants and co-workers.

QUALIFICATIONS:

1. 18 years of age or older
2. Must have a high school diploma or equivalent
3. Current state approved CPR and first aid certification
4. Minimum of one (1) year of experience in customer service
5. Proficient in Word, Excel and Power Point
6. Strong team leadership and collaboration abilities

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; run; sit; use hands to operate objects, tools and/or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and/or crawl; talk and/or hear; taste and/or smell. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.