



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: Program Coordinator
FLSA Status: Non Exempt
Status: Part time
Reports to: Program Director

Job Code:
Job Grade: 1
Department: 39
Revision Date: 06/30/2020

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA program(s).

DUTIES AND RESPONSIBILITIES:

1. Assists in the onboarding process, conducts interviews, manages employee paperwork, and maintains records.
2. Establishes new program activities and expands program within the community in accordance with strategic and operating plans.
3. Assists in the marketing and distribution of program information, may organize and schedule program registrations.
4. Must attend all meetings set by both YMCA and community partner.
5. Observe and support staff, including both group trainings and one on one.
6. Assure that all staff are complying and implementing rules and expectations set forth by the YMCA and partner agency. This includes planning, positive behavior, dress code, language and staff conduct.
7. Assists in YMCA fund raising activities and special events.
8. Models relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in timely manner.
9. May assist with creating curriculum for child care or day camp.
10. Establish a positive relationship with staff, coworkers, and community partners.
11. Performs other duties as assigned.
12. Take staff disciplinary action with the guidance of the Senior Community Director.

REQUIREMENTS:

1. Must have 48 semester college units or NCLB certificate.
2. One to two years related experience preferred.
3. Must be a minimum of 18 years of age.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Must have reliable transportation.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, student's homework and curriculum operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees or the organization.

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MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to analyze moderately complex problems where there are standardized activities. Problem solving results from conformity to established patterns and policies.

OTHER SKILLS/CERTIFICATES AND ABILITIES: Ability to organize and follow through with detail-oriented projects. Dress appropriately and wear ID badge, close toed shoes, appropriate for any activity or situation. Hat only used outdoors. Store personal items. Greet visitors. Interact positively with students. Maintain control of group using behavior modification techniques prearranged by the YMCA. Assure work area is clean. Use his/her talents.

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

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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.

Job Type: Part-time

SIGNATURE:

I understand and mutually accept the above description to represent the job I have agreed to perform. I understand that I may be asked to perform other duties as needed that are not included in this position description.

Employee's Name

Employee Signature

Today's Date

Supervisor Signature

Today's Date