



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WALLA WALLA YMCA JOB DESCRIPTION

Job Title: **School Age Program Coordinator**

Wage: **\$18.00 hour**

Reports to: **Early Learning & Youth Engagement Director**

Revised: **October 2024**

Benefits: **YMCA Membership, Paid Sick Time, Program Discount**

Status: **Part Time / Non-Exempt**

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. The School Age Program Coordinator is responsible for coordinating curriculum, and managing the day-to-day operational activities of the afterschool program. The School Age Program Coordinator must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating program environment where children are actively engaged and encouraged to succeed. The School Age Program Coordinator must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide school age counselors, and resolve parental concerns.

ESSENTIAL FUNCTIONS:

1. Coordinates and outlines the educational school age program activities and monthly themes based on developmentally appropriate practices for children in grades K-5.
2. Supervises afterschool staff and provides feedback to the Director of Child Development on performance. Implements strategies to motivate staff and achieve goals. Trains, develops, schedules and directs staff and volunteers as needed.
3. Help maintain a safe, clean, well-organized and structured environment that meet Health codes and Y Standards.
4. Assist children and staff with daily needs.
5. Entertain children with songs, games, reading books, etc.
6. Supervises the children, afterschool program, and all activities including ADA accommodations where appropriate. Follows all procedures and standards providing a safe environment.
7. Makes ongoing, systematic observations of programs and evaluate compliance with Y standards, Washington administrative code and child abuse prevention standards of each child and communicate with families and/or Director of Child Development
8. Cultivates positive relationships and maintains effective communication with families and co-workers.
9. Communicate with Director of Child Development and families daily
10. Oversee health habits in the classroom, i.e...Handwashing, Toileting, Administer First Aid as needed. Check indoor and outdoor environment for safety hazards.
11. Understand and implement the Washington Administrative Code to ensure program always complies.
12. Maintain a professional image and reflect the core values of Caring, Honesty, Respect and Responsibility always.
13. Maintains program site and equipment.
14. Maintains required program records, daily logs and check lists
15. Attends and participates in family nights, program activities, staff meetings, and Y trainings, including STARS continuing education
16. Assists with ordering and maintains all site supplies.
17. Provide positive behavior management to promote developmental asset building.

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18. Models relationship-building skills and encourages leadership by example in all interactions utilizing the Y's core character values.
19. Nurtures children through purposeful programming dedicated to building achievement and belonging and relationships among youth and within families.
20. Ensures all member and community inquiries and complaints are addressed appropriately in a timely manner.
21. Maintains required program records including registration and payment records as assigned.
22. Drives the Y Bus to safely transport children in program.
23. Responds to emergencies.
24. Performs other duties as assigned.

EXPECTATIONS:

1. Ensure the safety and well-being of each child by responding to their environment, social and physical needs.
2. Be warm, patient and nurturing with children.
3. Take initiative and be a positive role model.
4. Show flexibility within your position (includes substituting or assisting as needed).
5. Be customer service oriented and professional.
6. Provide excellent customer service.
7. Communicate well with children, coworkers and families.
8. Be prompt, committed, and passionate and show responsibility within your position.

QUALIFICATIONS:

1. Applicants must be 21 years of age with High School Diploma or GED and have 12 College Credits in ANY 100-Level or above of college coursework completed by August 1, 2026 per WAC 110-301-1100.
2. Knowledge of child development and 2 years of experience working with children in a childcare setting.
3. Ability to follow directions and engage children in lesson plan within the program setting.
4. 30 Hours Childcare Basic STARS training preferred.
5. Within 30 days of hire include completion of and maintain trainings in: Child Abuse Prevention for Staff; CPR; First Aid; AED and Bloodborne Pathogens. Must successfully pass background clearance within State Licensing standards.
6. Have TB Test and fingerprinting as required under Washington Law.
7. Has a good driving record to operate Y Bus.
8. Ability to plan, organize, and implement age appropriate and developmentally appropriate activities.
9. Ability to relate effectively to diverse groups of people from all social and economic segments.

WORK ENVIRONMENT & 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 required to work with and supervise children in a highly active environment and must be able to quickly move and respond to developing issues during a majority of each work day. The employee will regularly use a computer for a portion of the day and be able to communicate using a computer and phone/smart device.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs). The employee must occasionally lift and/or move up to 50 pounds
- Respond to emergency situations throughout a multi-story building, remote locations, and varying terrain.

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The YMCA is an Equal Opportunity Employer committed to strengthening communities to effect lasting, meaningful change. The execution of our mission requires substantial engagement of our entire community and is only attainable when diversity and inclusion are core to our planning, programming, staffing, messaging, organizational structure and partnerships.

We are committed to recruiting, developing and retaining diverse talent from the entry level to the Executive level. We also understand the need to have systems in place and ongoing cultural competence training to ensure that all people feel a sense of belonging and safety in order to excel in their contribution. We aim to address the services we provide and the suppliers and community partnerships we seek and support through a diversity and inclusion lens. We will know that it is working when the most marginalized groups are thriving as an integral part of the organization.