KOSCIUSKO COMMUNITY YMCA

Job Title: **Childcare Coordinator**

FLSA Status: Non-Exempt

Reports to: Director of Childcare and Inclusive Programming

**Position Summary:**

Assists the Director of Childcare and Inclusive Programming by providing direction for Kids’ Club and Camp Little Eagle programs and staff. Provides a quality experience to children and parents that focuses on the YMCA core values: honesty, respect, responsibility, and caring. Possesses strong interpersonal and communication skills to establish and maintain effective working relationships with parents, children, and staff.

**Essential Functions:**

1. Assists with recruiting, training, scheduling, and evaluating personnel and volunteers for Kids’ Club and Camp Little Eagle.
2. Assists with morning and afternoon Kids’ Club sites throughout the year by providing coverage when necessary. Provides coverage in Camp.
3. Manages the transitions between Camp Little Eagle and Kids’ Club by preparing needed supplies, help create and implement curriculum/activities, train staff and assist with scheduling.
4. Assists in Child Watch, Multi-Generational Room when necessary.
5. Assists with Family/Community programming and events.

**YMCA Competencies (Leader):**

*Mission Advancement:* Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. 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.

**Qualifications:**

1. High school diploma and two to five years childcare experience in a developmental setting preferred.
2. Required certifications: CPR, AED, Basic First Aid.

**Physical Demands:**

Ability to plan, lead and participate in activities.

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Signature, Childcare Coordinator Date

Revised November 2022