



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Youth and Family Coordinator**

Reports to: CEO

Position Details: Full Time with benefits & retirement

Association: YMCA of West Central Illinois

Branch: Quincy

POSITION SUMMARY:

The Youth & Family Coordinator is a creative, fun, and inspirational leader who is excited to oversee a series of high-quality, values-based program for children and families throughout the area.

The Coordinator is a visionary who sees the incredible potential in every child, and is passionate about making a direct impact in the lives of children, parents, and families through a combination of existing programs while also developing new & creative programming aimed at building up our youth and helping to strengthen families in our community.

The Coordinator understands that our current programs of After School & Summer care are mission-driven and present a great opportunity to develop each child's physical, intellectual, personal, emotional and social development.

The Coordinator is highly organized with the experience to manage, administer, and expand our school-age youth and family programming

ESSENTIAL FUNCTIONS:

1. Manages, directs and coordinates the school age child care programs for assigned location, afterschool, family and summer programs. Ensures high quality programs and establishes new program activities.
2. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Successfully train staff in the use of positive discipline and guidance techniques
4. Develops, manages and controls budgets related to the position. Ensures program operates within budget and that program fees are collected.
5. Plans creative and engaging ideas for family programming events through the YMCA to serve the community
6. Organizes special events for parents & children
7. Ensures that YMCA program standards are met and safety procedures followed.
8. Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
9. Develops and maintains collaborative relationships with community organizations.
10. Develops and maintains relationships with school administration, parent groups and other organizations and agencies related to assigned programs.
11. Responds to all parent and community inquiries and complaints in a timely manner.
12. Maintains proper records/department files.
13. Administers, tracks and reports on grant funding.
14. Works with the Marketing coordinator to ensures the timely distribution of program information
15. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values; ensures a high level of service with a commitment to improving lives, recruits volunteers and builds effective, supportive relationships with them; cultivates relationships to support fundraising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions; builds relationships to build 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.

Operation Effectiveness: Highly organized and provides others with a framework for making decisions, embraces new approaches and discovers ideas to create a better member experience, 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: Pursues self-development that enhances job performance; 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.

QUALIFICATIONS:

1. Minimum Associates degree in related field (Bachelors preferred)
2. 3+ years experience working as teacher, coordinator, or supervisor of programs for school-age youth in areas of child development, recreation, education, or related fields
3. Ability to relate effectively communicate with a diverse groups of people from all social and economic segments of the community
4. Excellent communication & relationship building skills that are necessary for the ongoing communication with the staff, parents, participants, and community
5. Ability to effectively build and develop partnerships throughout the community
6. Excellent organizational & planning skills required
7. Ability to create innovative & intentional programming to serve a broad demographic across the community

COMPENSATION:

For the right candidate, the compensation package for this position includes competitive pay along with paid vacation/sick/PTO days, paid training, a generous health benefit package, and an earned retirement contribution that is entirely company paid.

TO APPLY:

Please send any questions, or to apply send your resume & cover letter to:

Kristen Lay, Director of Business Services

kristenl@quincymca.net