



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Grundy Family YMCA Employment Opportunity

Job Title: **Child Care Program Coordinator**

Number of Openings: 1

FLSA Status: Non-Exempt

Department: Child Care

Reports to: Youth Programs Director

Revision Date: 6/2020

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### Position Summary:

In support of continued growth and expansion, the Grundy Family YMCA is seeking a team member to serve as the Child Care Program Coordinator. The Child Care Program Coordinator is responsible for the development, implementation, and supervision of school age child care programming. The position is responsible for supervision of children and site, disciplinary concerns, training new staff, and communicating with parents and the Youth Programs Director. Program components include monthly themes, activities that are both educational and recreational, field trips, and special events. Candidate must be outgoing, motivated, dependable, and creative. The starting wage will depend on education and experience.

### Essential Functions: Child Care Program Coordinator

1. Plan both long and short range lesson plans that are developmentally appropriate and based on monthly themes. Coordinate with assisting staff to carry out activities and daily plans to meet the social, emotional, physical, and cognitive needs of the children in the program.
2. Ensures that daily operations of child care program meet/exceed standards to ensure DHS Licensing is maintained and YMCA purposes and objectives are met.
3. In collaboration with the Youth Programs Director, completes the planning, development, and implementation of child care programs for Before and After School and Summer Day Camp.
4. Supervise the children at all times.
5. Assist the Youth Programs Director in training new staff.
6. Maintain a positive working relationship with parents in the program.
7. Arrange center environment in accordance to program goals and philosophy.
8. Attend and help facilitate in-service and staff meetings.
9. Assist the Youth Programs Director in maintaining children's files.
10. Maintain familiarity with emergency procedures to ensure safety of children and staff.
11. Evaluates the results of programming in relation to YMCA purposes, goals, objectives and participant satisfaction.
12. Demonstrates a working knowledge of the YMCA mission, values, purpose, and goals. Strives for the highest standards in program excellence.

**Qualifications:**

1. At least 21 years of age.
2. A degree of higher education is preferred, but not required.
3. Has at least two years of experience with school-aged children. (Experience developing school-aged programming preferred.)
4. Must possess a variety of skills that include leadership development, communication, program management, fiscal responsibility, program promotion, and program planning and administration.
5. Complete and pass a background check prior to employment.
6. Must be willing to become CPR, First Aid, AED, Universal Precautions, and Mandatory Reporting certified.
7. Has achieved a total of 100 points obtained through a combination of education, experience, and child-development-related training outlined by the Iowa Department of Human Services.

**WORK ENVIRONMENT:**

The work environment characteristics described within this job description are representative of those an employee encounters while performing the General functions and Principal Duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions and duties of the position.

While performing the functions and duties of this job, the employee works both indoors in a climate controlled environment of between 68 and 90 degrees Fahrenheit; and outdoors, regardless of weather conditions.

The noise level in this work environment is sufficient to cause the worker to need to shout in order to be heard above the ambient noise level. Normal noise levels are moderate to very loud.

**Schedule Required:** 20-25 hours/week

**Job Start Date:** As Soon As Possible

**Job Duration:** Year Round

**Agreement:**

I have read the job description and the principle activities it outlines and accept the terms of employment outlined for the Childcare Program Administrator position at the Grundy Family YMCA.

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Child Care Program  
Coordinator / Date

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Youth Programs Director/ Date