



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PRINTING & PRODUCT COORDINATOR

IDENTIFICATION:

Job Title: Printing and Product Coordinator

Location: Crossroads Office in Griffith

FLSA Status: Non-Exempt

Reports to: Marketing Director

Revision Date: 10/10/2017

Salary Range: \$8.00/hour, with up to 25 hours per week

Benefits: Free adult membership or 50% off family membership, 50% off most programs

POSITION SUMMARY:

Printing and Product Coordinator: Completes print work for internal clients and maintains brand compliance on all materials throughout a four-branch association.

ESSENTIAL FUNCTIONS:

Printing & Product Coordinator

Print Work:

1. Completes print jobs as delivered from internal clients from the four branches of the Crossroads YMCA. Works closely with executive directors, program directors, and other key staff to ensure material is submitted with accurate timelines, information, and specifications.
2. Delivers print jobs in a timely manner, by requested due dates to all internal clients to ensure timely promotion of all programs, activities, and events.
3. Creates pieces for internal clients as needed with work in publisher, word, and other design software.
4. Ensures the pieces, whether designed or submitted, will have a desired outcome. Counsel internal clients as needed to ensure the outcome is achieved.

Brand Compliant Print Work:

5. Regularly reviews the branding, identity, and compliance material provided by the Y of the USA to ensure we are on top of changes and new material.
6. Maintains brand standards in all printed material. Critically evaluates the documents to ensure all are Y of the USA brand compliant.
7. Positively teaches staff the correct processes for creating brand compliant material as needed.

Product Coordination:

8. Orders and maintains inventory levels of staff apparel on-site for the corporate office of the Crossroads YMCA.

Relationship Building:

9. Cultivates positive working relationships with all internal print clients.
10. Works as a liason with print vendors, serviceable print machinery, paper companies, and additional contacts to ensure the products work as intended. Scheduling trainings on above products with key staff as needed.

Trainings and Policies:

11. Attends staff meetings and trainings as scheduled.
12. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
13. Organizes and puts away equipment and materials in the work area. Reports damaged equipment.

YMCA LEADERSHIP COMPETENCIES:

Printing & Product Coordinator:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. 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. 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:

Print & Product Coordinator Qualifications:

1. 18 years or older
2. Two or more years of office experience; YMCA experience preferred
3. Experience with office format printers
4. Expertise in adobe products (acrobat), design software, Microsoft suite (excel, word, publisher)
5. Ability to design documents for internal clients based on set design parameters, graphic design/layout experience preferred
6. Redwoods certifications (must be up-to-date) in:
 - a. Active Shooters
 - b. Allergies
 - c. Bloodborne Pathogens
 - d. Bullying
 - e. Child Abuse Prevention & Recognition
 - f. Harassment
 - g. Incident Reporting
 - h. Ten Commandments of Effective Lifeguarding
 - i. Proper Lifting & Back Safety

WORKING CONDITIONS:

1. Ability to work 20 hours per week depending on volume of workload.
2. Ability to sit while maintaining alertness for several hours at a time.
3. Ability to critically evaluate documents to ensure designed to standards.
4. Position may require bending, leaning, kneeling, and walking.
5. Position may require lifting of 20 pounds of paper, boxes, deliveries, or other items.
6. Ability to speak concisely and effectively communicate.
7. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
8. Ability to view/enter data for long periods of time.

Applications will be accepted to Jill Schaffenberger at jschaffenberger@crymca.org through 10/31/17.

I agree to the job description as stated above:

Employee Signature _____
Date _____

Supervisor Signature _____
Date _____