



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Activities Coordinator**
FLSA Status: Non-Exempt Hourly
Status: Part Time
Reports to: Program Director

Department: Childcare
Revision Date: 7/2018

POSITION SUMMARY:

Provides direct supervision and care of children in child care areas. Greet everyone by name whenever possible, extend thanks whenever appropriate, and make relationship-building a high priority at all times. Provides a quality experience to children and parents that focuses on the YMCA values: honesty, respect, responsibility, and caring.

ESSENTIAL FUNCTIONS:

1. Implements curriculum within the established guidelines.
2. Designs and implements daily lesson/activity plans.
3. Supervises and participates in activities with all children.
4. Makes ongoing, systematic observations and evaluations of each child.
5. Maintains positive relationships and effective communication with parents.
6. Maintains program site and equipment.
7. Maintains required program records.
8. Improvises quickly and appropriately when faced with unexpected circumstances, so as to better meet the needs of members.
9. Arrive on time for scheduled shifts, wearing appropriate uniform and name tag, and prepared for all assignments.
10. Be present for entire shift or find replacement.
11. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment.
2. Excellent interpersonal, communication, and problem solving skills.
3. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
4. Minimum age 18 preferred.
5. Experience working with children of diverse ages and cultures.
6. Assertiveness to deal with discipline and accident incidents.

JOB EXPECTATIONS:

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____