



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREATER WATERBURY YMCA OPENING

Job Title: School Aged Child Care Coordinator	Reports to: School-Age Childcare Director
Location: Greater Waterbury YMCA	Primary Function/Department: Youth Development

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The **School Age Child Care Coordinator (SACC)** at the Greater Waterbury YMCA ensures the organization, development, and quality of the on-site school age program and Camp Oakasha.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

QUALIFICATIONS:

- Be at least 21 years old.
- Hold a Bachelor's degree in Education or related field of study and able to be certified as a Head Teacher by the State of Connecticut.
- Knowledge of child growth and development.
- Possess good communication and public speaking skills.
- Have prior management/staff supervision experience.
- YMCA experience preferred.
- Within 90 days of hire, completion of Child Abuse Prevention, Working with Program Volunteers, CPR, First Aid, AED, medication administration, EPI pen and Blood borne Pathogens training.
 - Must have a recent TB test and physical not more than 2 years old
 - Finger printing done by your local police department
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

ESSENTIAL FUNCTIONS:

1. Assume responsibility for the health, safety and welfare of all children
2. Handle all staff discipline issues. Keep proper written documentation. Monitor progress and corrective action and inform child care director or YMCA administration any significant issues related to staff, children, families and the center
3. Advocate for children and their families
4. Assist with hiring and supervising staff.
5. Evaluate staff at least once per year.
6. Organize and coordinate registration for all programs.
7. Ensure that on site program meets and follow State of Connecticut license regulations. Publish individual monthly newsletters, organize family events and after school field trips.
8. Monitor children's files to be sure they are complete and accurate.

Employee Initials: _____



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

9. Coordinate all supply orders based on budget plan. Submit necessary paperwork for purchases, Coordinate and run all Snow Days and Fun Days.
10. Creating monthly newsletters for the School Age Programs.
11. Staff scheduling and supervision in the absence of the School Aged Child Care Director's absence.
12. Work with Child Development Director and School Aged Child Care Director to develop program budgets for all school age sites.
13. Develop and implement annual staff training plan for all SACC staff.
14. Operate all programs with the safety of the participants in mind and abide by all applicable risk management policies.
15. Follow all Greater Waterbury YMCA policies and procedures and follow all State of Connecticut licensing regulations.
16. Develop, coordinate and lead Camp Summer Sunshine with consideration to enhancing current program, staff and activities.
17. Director on Duty as scheduled throughout the year.
18. Attend regular meetings with childcare department staff and Parent Advisory Council/Monthly parent meetings.
19. All other duties as assigned by supervisor

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Program/project Management

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- Moderate exposure to infections.

Pay Scale: Hourly **\$17.00**

The Greater Waterbury YMCA is located at: 136 W Main Street, Waterbury CT, 06702

How to Apply

Apply by Email: epowell@waterburymca.org

Resumes Accepted Until: **6/7/2019**