



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

**YMCA of Greater Syracuse  
Job Posting**

<b>Job Title:</b> Early Learning Center Coordinator	<b>Reports to:</b> Senior Program Director of Childcare
<b>FLSA:</b> Non-exempt – Full-time	<b>Branch:</b> East Area Family YMCA
<b>Work Schedule:</b> Monday – Friday; 8:00am to 4:30pm	<b>Work Location:</b> Dewitt Community Church

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**A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, health living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the direction of the Senior Program Director of Childcare, the Early Learning Center Coordinator will organize, and lead a comprehensive thematic-based education curriculum focusing on literacy, learning through play, and Kindergarten readiness. The Early Learning Center Coordinator will provide day-to-day direction and supervision of assigned program areas and staff, ensuring that all programs operate in a quality manner consistent with both YMCA and OCFS guidelines. Under the direction of the Senior Program Director, the Early Learning Center Coordinator will assist in the development and preparation of activities for special center events and summer camp opportunities. Employment is contingent upon the incumbent clearing all NYS Office of Children and Family Services (OCFS) licensing requirements; these requirements include fingerprinting, background screening and clearance on the State Central Register (SCR) and Statewide Central Register of Child Abuse and Maltreatment (SCL) within the first 30-days of employment. Prior to being assigned to their position, the incumbent is required to complete an initial medical statement and tuberculin test. If the incumbent previously worked in a Child/Day Care setting, a prior medical statement and tuberculin test may be accepted if dated within 12-months preceding the date of the application.

**Essential Duties and Responsibilities:**

The essential functions of this position include, but are not limited to the following:

- Plans and implements a dynamic preschool program at Dewitt Community Church; Develop preschool curriculum for ages 3 to 5 years old focusing on literacy, academic preparedness, and play based learning.
- Oversees implementation of YMCA School Age Child Care curriculum in our before and after school programs for children ages 3 to 12 years old.
- Ensures programs are of the highest quality possible; and expand program growth to meet the community needs.
- Monitors budgets related to assigned area. Ensures program operates within budget, monitoring income and expenses; ensures that program fees are collected.
- Promotes and advertises the assigned program areas recruiting new participants; create flyers and brochures, attends community events; ensures community awareness of the available programs.
- Maintains program areas and equipment in an orderly and safe manner, according to Association and YMCA standards. Plans and coordinates maintenance and repair of facilities and equipment as required in assigned areas.
- Maintains proper records and department files in accordance with the Office of Children and Family Services, Department of Social Services, and the YMCA as required.
- Cultivates relationships with parents and members to develop quality programs that are consistent with the mission and values.
- Communicates with parents and explains the program's policies, fees, regulations and curriculum. Also deals with parental concerns and questions and is responsible for conveying any policy changes to parents.
- Responds to all agency, parent and community inquiries and complaints in a timely manner.
- Accepts responsibility for ensuring that each site is in full compliance with all safety requirements.
- Assists Senior Program Director with interviewing, hiring, training, supervising, developing, scheduling and directing staff and volunteers in assigned areas; creating and fostering a staff environment that is positive, professional and member focused, ensuring excellence in member satisfaction at all times.
- Assists in leading comprehensive staff training for preschool and childcare providers; ensure all staff maintain their required certifications.
- Ensures preparation of all required staff reports, including payroll are processed accurately and submitted on time.
- Reviews and evaluates staff performance, develops strategies to motivate staff to develop competencies that support and achieve the Association and department goals. Ensures duties, responsibilities and accountabilities of all direct reports are defined and understood. Effectively communicates to staff the standards for performance.
- Develops and maintain positive relationships with church personnel, school personnel, children, parents and parent groups, members, staff and volunteers, and provides motivational support and guidance.

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- Other duties as assigned by Senior Program Director.

**Experience and Education:**

Education		Experience
Bachelor's Degree including, or in addition to, 12 credits in Early Childhood, Child Development or related field.	AND	One year full-time teaching experience in a child day care center, family or group family day care home or other early childhood program <u>AND</u> One year of experience supervising staff in a child care program or related field of work.
OR		
New York State Children's Program Administrator Credential <u>OR</u> Child Development Associate Credential	AND	Two years full-time teaching experience in a child day care center, family or group family day care home or other early childhood program <u>AND</u> Two years of experience supervising staff in a child care program or related field of work.
OR		
Child Development Associate credential with a plan of study leading to: A bachelor's degree; <u>OR</u> A New York State Children's Program Administration Credential	AND	Two years full-time teaching experience in a child day care center, family or group family day care home or other early childhood program <u>AND</u> Two years of experience supervising staff in a child care program or related field of work.
In addition to the above, preferred knowledge of and experience working with diverse populations (language, culture, race, physical abilities).		

**Qualifications:**

- The incumbent must have proficient knowledge in child development and early education theories and practices and safe and appropriate activities for children.
- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Must demonstrate excellent teaching and decision making skills.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of early childhood including ages 2 to 6.
- Proficient computer skills.
- Possess cultural awareness and sensitivity to children's needs.
- Be able to build esteem while ensuring a safe and secure environment.

**NYS Office of Children and Family Services Requirements:**

- Prior to assignment to initial position, the incumbent will:
  - Complete an initial medical statement and tuberculin test providing satisfactory evidence that they are physically fit to provide child day care.
- Within the first 30-days of employment, the incumbent will:
  - Undergo fingerprint and background screening as mandated by the NYS OCFS.
  - Obtain clearance on the State Central Register (SCR) and Statewide Central Register of Child Abuse and Maltreatment (SCL).

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety Training prior to assignment to initial position.
- Must hold CPR, AED, and 02 (First Aid may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.
- Must attend and complete Youth Protection within the first 60 days of employment.
- Must attend Medication Administration Training within the first 90 days of employment.
- Must complete online Hazard Communication training within the first 90 days of employment.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.

- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

#### **Effective Return on Investment:**

This position has a direct impact on the Preschool and SACC programs and the effectiveness with which the YMCA accomplishes its mission. The YMCA Preschool and SACC programs are committed to promote an environment that teaches values is healthy, safe and provides an opportunity for positive growing experiences:

1. The development and implementation of a successful preschool and child care program.
2. This position ensures the delivery of high quality mission and market driven programs, effective management, and fiscal stability of YMCA services in the areas of preschool and child care programming.
3. Ensure programs meet the needs of the program participants are age appropriate, meet safety and YMCA standards at all times.
4. Teachers, Assistants and SACC staff will perform at the highest standard of excellence meeting and exceeding program outcomes.

#### **Physical Demands:**

Ability to frequently sit, use his/her hands and fingers, stand, typing, walk, reach, climb, balance, stoop, crouch, kneel and climb a minimum of two flights of stairs multiple times per day. Occasionally required to lift and/or carry and move up to 40 pounds. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus. Hear noises and distress signals in the Childcare environment with background noise and perform all needed rescues skills. Able to respond appropriately in case of an emergency.

#### **Work Environment:**

Duties are performed in an office environment and in a childcare setting; at times childcare employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All childcare employees are required to follow the preventive health policies of the classroom at all times. The noise level in the work environment is moderate to above average.

#### **Americans with Disabilities Specifications:**

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.

#### **How to Apply:**

Interested candidates should respond to Amber Shannon, Senior Program Director of Childcare at (315) 637-2025, ext. 231 or email their application to [ashannon@syracuseymca.org](mailto:ashannon@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than September 21, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.