



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: Parent Child Gym Coordinator

Reports To: Senior Program Director Family & Teens

FLSA: Non-exempt – Part-time

Work Location: North Area Family YMCA

Work Schedule: Monday – Friday from 9am to 12pm with additional evening hours

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 Family & Teens, the Parent-Child Gym Coordinator will oversee, coordinate and direct all Parent-Child Gym Programming. The incumbent will create programs that provide an opportunity for children and their parents/guardians to participate in structured age-appropriate classes. Programs will stimulate the child's awareness, encourage motor skill development, increase socialization skills, and overall increase the child's development abilities that are in a fun and safe environment. The incumbent accepts, demonstrates and teaches the Mission Values of the YMCA and its capacity to strengthen communities through youth development, healthy living and social responsibility.

Essential Duties and Responsibilities:

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

- Directly supervise Parent Child Gym Instructors and volunteers including motivation, recognition, behavior management, scheduling and orientations.
- Develop, implement monitor and evaluate existing Parent-Child Gym Programs.
- Develop new innovative theme-based classes that incorporate music, finger play, rhymes, songs, relays and games.
- Create an environment of interest, confidence and support, within which children, develop, and grow.
- Provide outstanding member experience by addressing customer concerns and implementing feedback.
- Promote and advertise Parent-Child Gym programs to include program specific and department wide promotional flyers.
- Actively interact with class participants, parents and staff to improve the quality of programs in assigned areas, ensuring safety at all times.
- Coordinate program scheduling with other various departments, Sports, Family, Health & Wellness, School Age, Camp and Sweetheart Daycare.
- Ensure safety of all Gym equipment, thru maintenance and cleaning of all gym equipment and the gym storage area.
- Assist with coordination of Family fun night activities, Parent/Child Gym theme activities.
- Provide coverage for special Family Events as needed.
- Register children in the computer and give a copy of the roster to the appropriate facilitator.
- Review rosters on an ongoing basis to verify attendance and follow up with participants who have not shown up for class. Using the wait list, fill classes as needed.
- Purchase materials such as stickers, stamps, and any equipment or other supplies that are needed.
- Attend all required staff meetings, to include director's meetings and provide constructive input as directed.
- Maintain current certifications required by the position.
- Building Coverage person, available 4 p.m. to 9 p.m. Monday through Friday; one to two times per month.
- Other duties as assigned by Supervisor.

Staff Development and Supervision:

- Recruits, hires, trains, supervises, disciplines, develops, schedules and directs 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.
- Performs all supervisory and administrative duties in assigned area; ensures preparation and submission of all required reports and payroll are processed accurately and submitted on time.

Parent-Child Gym Coordinator Job Posting

February 1, 2018

Page 1 of 3

Posting Period: 2/1/18 – 2/15/18

- Reviews and evaluates staff performance, develops strategies to motivate staff to develop competencies that support and achieve 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.
- Ensures high quality programs through innovative program development, evaluations, ongoing training of Staff and ensure all staff maintains their required certifications.
- Develops and implements a comprehensive staff development plan in the areas of responsibility; develop and coordinate staff professional development plans, and pursues trainings and in-service staff development curriculums that align with the educational goals of the program to result in improved academic achievement for clients.
- Substitutes for staff when needed.

Fiscal Management:

- Assist the Director in preparing and managing the annual budget for assigned areas of responsibilities.
- Provide all monthly reports as requested.

Experience and Education:

- Associates degree in a related field.
- Minimum two-years of related work experience working with children ages 6 weeks to 6 years of age.
- Minimum of one-year supervisory and problem solving experience with staff.

Qualifications:

- Excellent communication and interpersonal skills are critical to the success of this position.
- 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 children ages 6 weeks to 6 years old.
- Ability to build relationships with clients, parents, members, staff and community groups in an effort to develop and grow the assigned program areas.
- Proven competencies in administration, supervision, program development and fiscal management of department budget, as well as excellent written and verbal communications skills.
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and creative thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Able to provide and receive constructive feedback.
- Proficient computer skills and experience with the internet, electronic communications and various software products, i.e. Microsoft Excel & Publisher.
- Able to fill in when a class facilitator is not available.
- Ability to observe confidentiality.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens (yearly re-certification) and Employee Safety trainings prior to initial assignment to position.
- Must complete CPR, AED, and First Aid certifications, or successfully complete these certifications within the designated time frame per your branch requirements.
- Must complete online Hazard Communication and Youth Protection Series trainings within the first 90-days of employment.
- Must attend and complete other trainings as assigned by Director per branch requirements

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.

Effect on End Results:

This position strongly influences the effectiveness with which the YMCA accomplishes its mission. The YMCA Parent Child Gym Coordinator is committed to promote an environment that teaches values, is healthy and safe, and Provides an opportunity for positive growing experiences:

1. Family members are informed of Y programs and involved in various program areas.
2. Strong relationships with parents and children.
3. Programs are fun, safe and age appropriate.
4. High performing staff team high rates of program retention.

Physical Demands:

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, balance, stoop crouch, kneel and climb. Ability to lift and/or carry and move up to 35 pounds (occasionally this could be more). Must be able to lift and/or maneuver large gym equipment.

Work Environment:

Duties are performed 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 YMCA 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 Tess Kenney, Senior Program Director Family & Teens at (315) 303-5966, ext. 212 or email their application to tkenney@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than February 15, 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.