



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Syracuse Job Posting

**Job Title:** SACC Site Coordinator  
**FLSA:** Non-exempt – Full-time

**Repts To:** Sr. Program Director SACC & Camp  
**Branch:** North Area Family YMCA  
**Work Location:** Cicero Elementary

**Work Schedule:** September – June: Program follows the North Syracuse CSD or Central Square CSD school calendar  
June – August: Act as the Program Director or Key Staff for a Summer Camp Program

---

### 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, healthy 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 Sr. Program Director of School Age Child Care & Camp and the School Age Coordinator, the Site Coordinator will plan, organize, and lead a comprehensive thematic-based enrichment program for children who attend before and after school programs. Activities shall include but not be limited to arts & crafts, music & drama, games, sports and other physical activities, group activities (small and large), science activities and experiments, quiet and homework time, Character Education, teambuilding, KidzLit, Food & Fun, STEM, and Learning Centers. Also provides day-to-day direction and supervision of assigned program areas, ensuring that the program operates in a quality manner consistent with YMCA guidelines. 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, coordinates, organizes and leads all daily program activities. Lesson plans must be posted for parents and readily available for substitute staff. A center-based program is mandatory and STEM activities/kits should be implemented weekly.
- Provides leadership to staff, ensures adequate coverage for all activities. This includes the sharing of duties and responsibilities as well as offering both positive and constructive feedback. Ensures staff is orientated on program standards, values and goals.
- Observes and follows the School Age Child Care program guidelines as well as the regulations set by the NYS Office of Children and Family Services. This includes all regulations pertaining to the administration of medication within a licensed child care program.
- Reports to the program ready to work at designated times and prepared to stay until all of the children have left.
- Performs general housekeeping tasks and ensures that site and program areas are clean and well organized.
- Provides a safe, healthy, moral, and fun environment for all children.
- Acts as a positive role model for the children in the program. This includes actions, speech, and attire of all staff.
- Complies with the SAC Department Dress Code. The YMCA provides staff shirts which must be worn every day and may not be altered in any way.
- Fosters a positive environment, which includes the four YMCA character values of respect, responsibility, caring, and honesty, in addition to teaching skills in team-building, good sportsmanship, friendship, and pride in doing one's best.
- Provides children with a daily snack that is wholesome, nutritious and appropriate in proportion and content for the age group. Snack must meet allergy restrictions for all participants as well as all CACFP and HEPA requirements and be served family style. Snack menus must be incorporated into the daily lesson plans.
- Completes accident reports for all injuries or illnesses requiring first aid and turns the reports into the School Age Office within three days of the incident. Discusses incidents with parents and obtains a parent signature on the form.

- Maintains records related to the program to include: participant files, Department of Social Services attendance forms, daily and monthly attendance records, ensures all parents are signing in and out, and turns these forms in by the 5<sup>th</sup> of each month.
- Conducts and maintains records of monthly fire drills as required by OCFS.
- Purchases all SAC program activity supplies and daily snacks.
- Responsible for managing petty cash allotment and receipts of items purchased for the program. Follows all cash handling procedures and turns in petty cash report to the School Age Office by the designated date of each month.
- Leads and promotes participation in one Community Service Project per month. Submits collections to benefiting organization.
- Writes and distributes a monthly newsletter that communicates the month's activities, requested supplies, birthdays, scheduled vacation days, spotlights individual participants, etc.
- Provides Vacation Camp and Half Day registration forms for parents a minimum of 3 weeks prior to scheduled program.
- Maintains a positive, open relationship with all staff, parents, program participants, school administration and support staff and the community.
- Identifies and resolves problems to ensure programs are meeting goals with unresolved issues reported to the School Age Coordinator or Sr. Program Director.
- Works additional on-site hours when there is a scheduled half day of school.
- Complete electronic time sheet on PayCor daily and mark "approve" on alternating Thursdays to submit by 12 noon on designated weeks.
- Follows the Attendance and Call in procedures, notifies the School Age Coordinator when unable to work a shift due to illness, doctor appointments, vacations, etc. Sufficient time needs to be given to allow the Coordinator to find a substitute staff member and requests may be denied if substitute staff is not available.
- Completes a minimum of 30 hours of training every 2 years with the first fifteen hours being received within the first 6 months of employment as required by the NYS Office of Children and Family Services (many training sessions will be held during the monthly staff meetings).
- Attends all staff meetings and training programs.
- Follows all YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency procedures.
- As a MAT certified staff, adheres to all YMCA & OCFS policies as they pertain to Medication Administration regulations and licensing requirements.

**Additional functions of the position include:**

Additional responsibilities are divided amongst the full-time employees and include, but are not limited to the following:

- Works a full day shift when school is closed and Vacation Camp is scheduled.
- Coordinates personal schedule with the other full-time Site Coordinators so that one person is always present at the start and end of every full Vacation Camp/Snow Day (i.e. one person works 7am-4pm; one person works 8am-5pm; one person works 9am-6pm).
- Recruits and schedules an appropriate number of staff to meet OCFS ratios for Vacation Camp and Snow Days.
- Works cooperatively with the other full-time Site Coordinators to plan and lead activities for every Vacation Camp and Snow Day. Each day shall have a theme that can be advertised in advance at each SAC site to promote early enrollment.
- Works a full day shift when school is closed due to inclement weather or other unexpected reasons and the YMCA Snow Day program is held.
- Processes monthly DSS billing for Onondaga and Oswego County. Follows up with Site Coordinators regarding incomplete or inaccurate attendance forms.
- Acts as a mentor for new Site Coordinators to help them successfully transition into their new role in such a way as to ensure high quality programming at all sites.
- Acts as the Community Service Project Coordinator. Develops and leads monthly projects for the department to include connecting with benefiting organizations, event flyers, communicating with all Site Coordinators, scheduling guest speakers, collecting and distributing items to the community, etc.
- Coordinates with other Site Coordinators to program activities promoting Healthy Eating and Physical Activity (HEPA) Standards within our participants' families.
- Promotes and leads one department-wide Family Event per school year. Assists as needed with additional Family Events.
- Develops and implements strategies/plans/kits to incorporate STEM in SACC, Summer Camp, and Vacation Camp.
- Submit online facility usage requests to the North Syracuse CSD for Allen Road, Bear Road, Cicero Elementary, and Roxboro programs.
- As a Summer Camp Program Director: assists with Open House, hiring and supervising staff, supervising program space and equipment for maintenance purposes, planning and implementing fieldtrips/events, communicating with parents, and ensuring the general quality of the camp program.
- As a Group Leader for a Summer Camp: plans and leads engaging, interest based activities for campers.
- Other duties as assigned by the Sr. Program Director or School Age Coordinator.

**Experience and Education:**

Education		Experience
Associate's degree in child development, elementary education, PE, or related field	AND	Two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity
OR		
New York State Children's Program Administrator Credential Or School Age Child Care Credential	AND	Two years direct experience working with children under the age of 13 years, including at least one year in a supervisory capacity
OR		
Two years of college with 18 credits in the above listed areas of concentration including at least one year in a supervisory capacity	AND	Two years direct experience working with children under the age of 13 years
In addition to the above, preferred knowledge of and experience working with diverse populations (language, culture, race, physical abilities)		

**Qualifications:**

- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Possess leadership qualities that enable the candidate to successfully lead as well as work as a member of a team.
- Bring to this position maturity, responsibility, and a sincere interest in working with people.

**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 trainings prior to assignment to initial position.
- Must hold CPR, AED, and First Aid certifications or successfully complete no later than 30-days after employment begins.
- Must hold Medication Administration Certification (MAT) or successfully complete within the first 60-days of employment.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete YMCA Youth Protection within the first 60-days of employment, and complete Listen First 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.

**Effect on End Results:**

This position has a direct impact on the before and after school program and the effectiveness with which the YMCA accomplishes its mission. The YMCA School Age programs are committed to promote an environment that teaches values, is healthy, meets high safety standards and provides an opportunity for positive growing experiences:

1. Strong relationships with the parents and strong community image.
2. The School Age Child Care program has safe and age-appropriate activities.
3. Provides a service to the families and schools in the community by providing a program that promotes fun, health and fitness as well as meets the needs of the community.

**Physical Demands:**

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 pounds, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

**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 Center 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 Holly Kontak, Sr. Program SACC & Camp at (315) 451-2562, ext. 226 or email their application to [hkontak@syracuseymca.org](mailto:hkontak@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 March 27, 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.