



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Syracuse Job Posting

Job Title: SACC Site Coordinator Assistant

Reports To: School Age Child Care Director

FLSA: Non-exempt – Part-time

Work Location: East Area Family YMCA

Work Schedule: Monday – Friday from 6:30am to 8:30am at 2:30pm to 6:00pm

*September – June: program follows the Fayetteville-Manlius & East Syracuse Minoa School district calendar

*Flexible schedule to include ½ days, snow days and vacation days

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 School Age Child Care Director, the Site Coordinator Assistant 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.
- 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.
- Assists in promotion and leading of the School Age annual family events.
- 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. Any staff members who alter a shirt by cutting it, writing on it, etc. are responsible for purchasing replacement shirts at his/her own expense.
- 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 requirements. 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 Director 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 Department of Social Services attendance forms, daily and monthly attendance records; ensures all parents are signing in and out and turns these in by the fifth of each month; also completes and maintains all participant files.
- Conducts and maintains records of monthly fire drills as required by OCFS.
- Assists with Purchases all SAC program supplies for activities and daily snack.

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- 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.
- Creates and leads one Community Service Project per month. A record of each project shall be completed and turned in to the School Age Coordinator.
- Writes and distributes a monthly newsletter that communicates the month's activities, requested supplies, birthdays, scheduled vacation days, etc.
- Provides Vacation Camp and ½ 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 of the program; unresolved issues should be reported to the Director.
- Works additional on-site hours when there is a scheduled ½ day of school.
- Works a ½-day or full day shift when school is closed due to inclement weather or other unexpected reasons and the YMCA Snow Day Fun Club is held.
- Works during vacation camp on a part-time or full-time basis, depending on the need. A minimum of two shifts will be required.
- Hands in completed time sheets on a bi-weekly basis as required by the School Age Coordinator.
- Follows the Attendance and Call In procedures by notifying the School Age Coordinator when you will be unable to work your 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 a 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.
- Other duties as assigned by the supervisor.

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	AND	Two years direct experience working with children under the age of 13 years including at least one year in a supervisory capacity
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.

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, 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 Courtney Welsh, SACC Director at (315) 637-2025, ext. 215 or email their application to cwelsh@syracuseymca.org, or Laura Lipari, Human Resources Coordinator at (315) 47-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than April 16, 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.