



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DULUTH AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: Out of School Time Coordinator

FLSA Status: Non-Exempt

Job Type: Part-Time

Reports to: Youth Development Director

Revision Date: 07/20/2024

Summary/Objective

The Out of School Time Coordinator is responsible for the development, coordination, facilitation and safety management of a collaborative Out of School Time (OST) program for school aged youth. The Coordinator will lead groups of youth during program time and provide administrative support to the Youth Development Director.

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.

Essential Functions

- Recruits, hires, trains, schedules, and supervises all school-age child care staff in accordance with State Certification requirements and YMCA policies/HR procedures.
- Works with leadership staff and partners to provide in depth training and ongoing support to staff as well as the facilitation of regular staff meetings.
- Supports program registrations. Includes sending confirmation emails to all participants, keeping rosters up to date, notifying staff and volunteers of any important information regarding each participant, keeps emergency information up-to-day and accessible for all staff, and assist with childcare county assistance paperwork.
- Lead a group of youth during program time.
- Handles any incidents in a prompt, efficient, and professional manner in accordance with outlined policies and procedures.
- Develops programming in accordance with program goals/structure, objectives and strategies of the YMCA and State Certification.
- Develops solid relationships with partner site and other collaborative partners to accomplish the goals of the program.
- Develops and maintain caregiver relationships; communicate via in-person, phone, and email.
- Manages budget for staffing, supplies, services, and transportation.

- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.
- Follows YMCA and State Certification procedures to manage risk for the program.
- Oversee behavior management of participants and follows program behavior rubric.
- Conducts required evaluation and tracking of program data along with uses tools for continuous program improvement.
- Completes other duties as assigned and meets deadlines.
- Attends staff meetings and trainings as required.
- Traveling to deliver/pick-up of materials and supplies.
- Supports the state certification paperwork, requirement, and site visit preparation.
- Other duties as assigned

YMCA Competencies

- Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition.
- Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors' communications to the appropriate audience.
- Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities.
- Personal Growth: Shares new insights. Facilitates change, model's adaptability and an awareness of the impact of change. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date

Supervisory Responsibility

The OST Coordinator will supervise teachers, assistant teachers, aides, YMCA volunteers, and AmeriCorps members on site.

Work Environment

80% of this position operates in area schools and serves elementary-aged youth. Other work environments include supervising children outdoors in different types of weather. 20% of this position will be sitting for long periods of time to complete administrative tasks and some in-town traveling to complete tasks.

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.

The Coordinator is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. They will also need the ability to provide training and supervision to staff who are at multiple locations.

This position must be able to read, write, and communicate both verbally and in written form to express and exchange ideas. Frequent typing, writing, bending and twisting.

Position Type/Expected Hours of Work

This part-time position is roughly 15 hours/week. Work hours are typically during program time from 7:00am-8:40am Mon-Fri with some flexibility to complete administrative tasks at other times throughout the week or weekend depending on availability and the needs of the program.

Travel

There will be travel in-town for meetings, trainings, supply pick-up, material distribution, and between different schools.

Required Education and Experience

- Bachelor's or Associate's Degree in field related to youth and families
- Experience working with elementary aged youth in a variety of settings
- Ability to establish and maintain effective working relationships with caregivers, employees, school district employees, and public agencies.
- Knowledge and commitment to the mission, goals, philosophy of the program
- Understands and appreciates diversity with students, parents, and colleagues
- Ability to adhere to the laws and policies governing the program.
- Working knowledge of youth development and Out of School Time best practices
- Excellent organizational and communication skills
- Ability to handle behavior issues with youth.
- Ability to focus on multiple activities concurrently.
- Ability to work independently and as a member of a team.
- CPR, First Aid, AED certifications and Child Abuse prevention training (must receive within 60 days)
- Possess a valid state driving license
- Have use of a properly maintained, licensed, and street-legal vehicle
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

Additional Eligibility Qualifications

- Must be able to pass a Wisconsin DCF background study

EEO Statement

The Superior Douglas County Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____