



School Age Child Care/OST Site Coordinator

Full Time Exempt-40 hours per week **Hours** are 10am-6:00PM School year and a full day shift during school vacation weeks and summer.

Supervised by: SACC Program Director

Job Description

The Site Coordinator will work with the SACC Director and the Afterschool/OST SACC Staff to ensure the daily operation of the SACC Y-Onsite afterschool, Vacation and Summer Program.

Qualifications

- Bachelor's degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care or equivalent. If equivalent education, must have a minimum of one year of experience working with school age children in a licensed care setting. If no equivalent education must have a minimum of three years working in a SACC EEC licensed child care setting to begin.
- Minimum age of 21.
- Six months of administrative experience or evidence of satisfactory completion of 9 credits in management or administration subject areas from an accredited institution of higher education.
- Two years related experience preferred as a coordinator or supervisor of child care programs.
- Two years demonstrated experience in staff supervision, and training and program development.
- 7-D Driver's license and knowledge of Somerville Schools locations preferred.
- Experience with working with the local public and charter school system preferred.
- Knowledge of Department of Early Education and Care (EEC) Regulations, subsidy care, and Best Practices and quality standards in OST preferred
<http://www.mass.gov/edu/docs/eec/licensing/regulations/req-group-school-age-only.pdf>
- Excellent communication skills (school administration, parents, staff & children).
- Experience working with diverse /children/youth and families between the ages of 5-13 years of age

- Ability to multi task and extreme organizational skills a must.
- Pass background record check (CORI/SORI/DCF), fingerprinting and three reference checks.
- Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens, and all required EEC trainings.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to sit and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

Essential Functions

- In coordination with the Assists to manage, direct and coordinate the licensed school age program. Ensures high quality programming and establishes new program activities. Expands program within the community in accordance with strategic and operating plans.
- Assists in Recruiting, hiring, training, developing, scheduling, and supervising staff and volunteers. Assists in Reviewing and evaluating staff performance. Develops strategies to motivate staff and achieve goals. Helps to Ensure staff certifications are current. Helps to Facilitate communication and provides leadership with School Age Child Care staff.
- Serves as a liaison with local school administration and teaching staff regarding issues of individual and group/grades for supplementary educational support, developmental support and behavior support to ensure all children and youth needs are met.
- Ensures that daily curriculum/activity goals are met. Ensures developmental appropriateness of programming to meet all children’s needs.
- Assists with daily transportation.
- Ensures that daily attendance is accurate and thorough.
- Ensures that direct care staff have access to materials and ensures that supplies are replenished.
- Daily engagement/interaction with families/parents.
- Ensures that YMCA, OST/SACC and Afterschool Best Practices are met.
- Ensures program operates within budget and that program fees are collected.
- Is knowledgeable of, and assures compliance with, state and local regulations, including HEPA and ADA standards, as they relate to program areas. Ensures that YMCA program standards are met and safety procedures are followed.

- Back up for program direct care staff as needed (Vacations, sick days, etc.)
- Maintain current First Aid, CPR and AED certifications.
- Attends parent meetings and/or conferences as needed.
- Exemplifies a proactive, hands-on, and professional work ethic.
- Maintains proper records/department files
- Other duties as assigned.

YMCA Competencies-Leader

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Relationships: Builds authentic relationships in the service of enhancing individual and team performance to support the Y’s work.

Communication: Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.

Pay and Benefits

- Salaried exempt position salary-ranges from: \$38,480-\$46,800 annually commensurate with education and experience.
- 12% YMCA Retirement Plan after 2 years.
- 2 weeks paid vacation and 8 sick days plus 2 personal days per year.
- Health Insurance Coverage
- Y-Family Membership

Job Description Sign-off

I understand that I am expected to meet all of the essential job functions, maintain any certifications necessary for the position, and communicate any issues to my direct supervisor.

Site Coordinator

Date

SACC Director/Supervisor

Date