

Site Coordinator

The Site Coordinator is responsible for the nurturing and development of each child enrolled in the program as well as the supervision and management of the program site. Under the direction of the Program Administrator, the Site Coordinator will develop an inclusive environment that promotes an education and creative space for youth to express themselves.

SITE COORDINATOR QUALIFICATIONS:

1. Bachelor's degree in related field or equivalent preferred.
2. Fulfillment of Department of Early Education and Care requirement under 102CMR 7.23 (2) (b).
3. Completion of YMCA certifications; within 60 days YMCA Child Care Staff Orientation and Child Abuse Prevention
4. Minimum of 20 hours of on-going training in early education and child care.
5. Minimum age requirement of 20.
6. Maintain current CPR and First Aid certifications.
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

SITE COORDINATOR ESSENTIAL FUNCTIONS:

1. Provide a safe, happy and healthy environment by adhering to EEC regulations and Y policies regarding child safety and protection.
2. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives.
3. Ensure family satisfaction by daily in person communication, as well as, phone calls and written communication as necessary.
4. Trains, develops, schedules and directs staff and volunteers per the needs of the program.
5. Reviews the staff performance and develops strategies that can motivate staff to achieve their goals.
6. Establishes new program activities and improve existing program.
7. Promote year-round Educational Enrichment and Healthy Eating and Physical Activities (HEPA).
8. Develop, grow and maintain collaborative relationships with other departments and local schools.
9. Monitors program budget (staff and supplies) to meet fiscal objectives.
10. Coordinates use of facilities for program activities and events.
11. Models relationship-building skills (including Listen First) in all interactions.
12. Responds to parent/guardian inquiries and complaints in timely manner.
13. Assists with staff meetings and training.
14. Compiles program statistics (attendance, buses, schools, etc.)

Onsite paid professional development training; a comprehensive benefits package including medical and dental insurance; retirement savings; range of discounted services; 11 paid holidays, personal days, sick days and 2 weeks of accrued paid vacation; available parking; complimentary Y membership; walking distance from MBTA - Malden Center

Days/Hours: Monday – Friday;

Job Types: Full-time

Salary range: \$45,000 to \$50,000

Complete application online

Send Resume and Cover Letter to:

Caitlin Middaugh

Malden YMCA

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