

Mystic Valley YMCA Community Center Site Coordinator

The Mystic Valley YMCA is seeking a motivated individual to lead and coordinate activities in its' Willis Ave afterschool Community Center, 5 afternoons a week. This individual will be responsible for supervising youth ages 6-16, providing enrichment activities, including academic support and tutoring, arts and crafts, working with community volunteers and maintaining communication with community organizations and partners. Experience working with children or appropriate educational background is required. This is a great opportunity to work with great kids in a neighborhood setting.

Duties and Responsibilities:

- Supervise and manage school age children
- Supervise daily academic lessons
- Coordinate and organize enrichment activities for youth
- Develop and encourage consistent study habits/routines
- Provide a relationship as a positive mentor/ role model to youth in conjunction with program/agency goals
- Create an ongoing communication with parents, YMCA staff, and community organizations
- Support and build relationships with both parents and youth
- Support in creating a positive and safe environment for all youth
- Provide supervision during indoor and outdoor activities and field trips
- Assist in the supervision of volunteers and support staff
- This position is year-round and operates during the day throughout the Summer and school vacations

Days and Hours: Monday-Friday, afternoons and early evening (2:00pm – 6:00pm)

Job Type: Part-time

Pay: \$19.00 - \$20.00 per hour