



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **Summer Program Site Coordinator**

Do you want to work in fun, fast paced environment!? The School Age Program at the Malden YMCA is the place for you! Our program is dedicated to the youth of Malden, Everett and Medford. This program is a space for youth to express themselves through arts, stem, music and more! We are looking for a site coordinator who is devoted to our message: The Y: for youth development, healthy living and social responsibility. Our Site Coordinator would work with a team of site coordinators and enrichment specialists to create a safe, diverse and fun environment!

### **Summer Program Site Coordinator Qualifications:**

1. Bachelors Degree in related field or equivalent.
2. Fulfillment: Dept of Early Education & 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. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Minimum of 20 hours of on-going training in early education and child care.
6. Minimum age requirement of 21.
7. Maintain current CPR and First Aid certifications.

### **Summer Program Site Coordinator Essential Functions:**

1. Create a safe, happy, and healthy environment for youth and staff
2. Direct and supervise program activities to meet the needs of the youth
3. Ensure family satisfaction and engagement by daily communication
4. Communicate with youth, staff and supervisors, work as a team to accomplish tasks
5. Help grow program with new activities and fresh ideas
6. Model relationship building skills in all interactions at the Y
7. Help with daily tasks (check in, check out, attendance, etc.)

**Job Type:** Full-time, Temporary- Seasonal

**Days/Hours:** Monday – Friday; Program schedule 7:00am – 6:00pm

**Pay:** \$18.00 - \$23.00 per hour, based on experience and education

### **Perks**

- A complimentary membership to the Malden Y
- Discounts on YMCA Programs and Childcare!
- Available parking and 5-minute walk from the T and bus lines!

### **To apply:**

- Use the QR code to the right
- Pick up an application at our Welcome Center
- Download application at [www.mv-ymca.org](http://www.mv-ymca.org) under Our Y/Career Opportunities
- Or send resume and cover letter to:

[ccordaro@ymcamalden.org](mailto:ccordaro@ymcamalden.org)

Cait Cordaro, Program Administrator

Malden YMCA, 99 Dartmouth Street, Malden, MA 02148

