

**The Mystic Valley YMCA is in search of a Site Coordinator for our School Aged Child Care Program. This position 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 located in Malden. 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 ESSENTIAL FUNCTIONS:**

Provide a safe, happy and healthy environment by adhering to EEC regulations and Y policies regarding child safety and protection, while directing and supervising program activities to meet the needs of the community and fulfill YMCA objectives.

Ensure family satisfaction by daily in person communication, as well as, phone calls and written communication as necessary.

Train, develop, schedule and direct staff and volunteers.

**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; within 3 months Principles of YMCA Child Care and Character Development; within 6 months Working with 5-9 year olds and Working with 10-14 year olds. YMCA School Age Director recommended.
4. Minimum of 20 hours of on-going training in early education and child care.
5. Minimum age requirement of 21.
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.

Onsite paid professional development training; 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.

Full-time, Exempt position

Monday thru Friday schedule

Pay: \$20.00 to \$24.00 per hour based on education and experience