



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **Youth & Family Coordinator**

Leadership Level: Team Leader

Status: F/T

Reports to: Youth & Family Director

Pay Range: Starting at \$30,000

FLSA Status: Exempt

Department: Youth & Family

Revision Date: 2/14/2019

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA Youth & Family program(s).

ESSENTIAL FUNCTIONS:

- Provides leadership and supervision to Stay and Play program, including but not limited to hiring, training, scheduling, supervising, and evaluating staff; program development and implementation; marketing and communication.
- Serves as liason between parents and YMCA.
- Assist with budget development and responsible for meeting budget goals and objectives.
- Assists with Parents Night Out and other family programs.
- Coordinates delivery of youth programming to Stay and Play participants through collaborative relationships with branch Program staff, including but not limited to Aquatics, Wellness, Sports, and Youth and Family departments.
- Leads through example, working alongside Stay and Play staff in the delivery of program roughly 50% of working hours.
- Assures compliance with federal, state and local regulations as they relate to program areas, including ADA accommodations where appropriate. Ensures that YMCA program standards are met and safety procedures followed.
- Develops and maintains relationships with parent groups and other organizations and agencies related to assigned programs.
- Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
- Responds to all parent and community inquiries and complaints in a timely and professional manner.
- Provides staff leadership for annual fund raising campaign and committees as assigned.
- Maintains proper records/department files.
- Assists with organization of special events for parents.
- Compiles and utilizes program statistics to enhance program and member experience.
- Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Two years experience in supervision and children’s program delivery.
- Bachelor's degree in related field preferred.
- Minimum age of 21.
- Requirements within 30 days of hire include completion of: Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to bend, stoop, sit and rise from floor, lift and carry 25 pounds.
- Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children’s activities.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Date