



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **YOUTH & FAMILY COORDINATOR**

Leadership Level: Leader

Status: F/T

Reports to: Membership Director

Pay Range: \$40,000 – 45,000

FLSA Status: Exempt

Department: Membership

Revision Date: November 2023

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### POSITION SUMMARY:

The Youth & Family Coordinator position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. This position will manage and oversee Stay & Play and Family Special Events. The anticipated schedule for this position is Monday – Friday with occasional evenings and weekends.

### ESSENTIAL FUNCTIONS:

- Promote a professional work environment through character development by modeling the values of caring, honesty, respect, and responsibility.
- Oversee the implementation of the daily operations of Stay & Play and programs/special events including Parent's Night Out.
- Assist in recruiting and hiring staff; train, develop, schedule, and direct personnel for Stay & Play.
- Demonstrate excellent interpersonal and customer service/relations skills including verbal and written communication skills to effectively interact with a wide variety of people including YMCA personnel, members, and volunteers.
- Work with all departments to ensure front line staff are aware of ALL building activities and flow of traffic to ensure proper staffing at all times.
- Ensure proper implementation of Stay & Play procedures. Review and update procedures as necessary while communicating changes to staff.
- Provide support and response to emergency scenarios in accordance with the Emergency Operations Plan.
- Assist in creating a member-focused culture and model relationship-building skills in all interactions. Foster a climate of innovation and resolve problems to ensure member satisfaction.
- Coordinate monthly ordering of supplies in-line with a set budget.
- Perform 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:**

- Bachelor's degree in related field preferred or equivalent combination of education and experience.
- One to two years related experience; YMCA experience preferred.
- Must be 21 years old at the time of hire.
- Detail oriented with excellent communication skills.
- Computer literacy including proficiency of Microsoft Word, Excel, Power Point, and the ability to learn and effectively use other YMCA specific software.
- Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens; Onboarding Orientation.
- Completion of YMCA program-specific certifications.
- Ability to work evenings, weekends, and holidays as needed.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- The employee must occasionally lift and/or move up to 50 pounds.

**SIGNATURE:**

I have reviewed and understand this job description.

Employee's name \_\_\_\_\_ Employee's signature \_\_\_\_\_

Today's date: \_\_\_\_\_