



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

YMCA of Greater Charleston JOB DESCRIPTION

JOB TITLE:	YOUTH DEVELOPMENT COORDINATOR, SCHOOL AGE PROGRAMS
SUPERVISES:	Youth Development Specialists, Assistant Youth Development Specialists, Support Staff and Volunteers.
SUPERVISED BY:	Multi-Site Youth Development Director, Youth Development Program Management Director, or Youth Development Senior Program Director
JOB SUMMARY:	<p>Supports the YMCA's promise to strengthen community by interacting with members in a positive and meaningful way. Members are defined as anyone with a current or potential relationship with the Y, such as children, parents, staff, volunteers, community, donors, and guests.</p> <p>Responsible for day-to-day general administration of the program and ensuring the site meets all YMCA, state, and county licensing requirements. This position works with their supervisor to provide direction and leadership for the achievement of Association goals in accordance with the policies, procedures and standards established by the Board.</p>

Essential Functions:

1. Administer and lead the total operation of the School Age Program site.
2. Create a nurturing and safe environment by reporting suspicious activity that may lead to child abuse or may violate the code of conduct. Ensure staff are following all policies and procedures and ensuring staff are facilitating engaging and age-appropriate activities as well as keeping supplies organized, maintaining a clean facility and care for equipment.
3. Ensure site meets all licensing requirements. Responsible for maintaining accurate records on each child, employee, and volunteer.
4. Responsible for collection of fees and reporting weekly balances. Understand and monitor the budget, communicate variances, and exercise necessary expense controls.
5. Responsible for effectively handling all emergency incidents and submitting proper documentation.
6. Nurture children by designing lesson plans that include purposeful programming that develops social-emotional skills, fosters achievement, supports academic growth and provides enrichment.
7. Engage in and support branch programs and activities. Educate members about the services the YMCA offers and further connect them to the YMCA.