



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

FAMILY YMCA OF NORTHWEST IL. YMCA JOB DESCRIPTION

Job Title: School Age Childcare Staff

Status: P/T Hourly,

Reports to: SACC Director

Department: YCC

Revision Date: 7/18/22

POSITION SUMMARY:

Under the direction and guidance of the School age program Director and consistent with the mission of the YMCA and the policies and guidelines of the YMA of Northwest Illinois, the School Age Coordinator is responsible for the effective operations of the Licensed School Age Child Care site. They are accountable for delivering exceptional programs and services to YMCA members and program participants.

ESSENTIAL FUNCTIONS: Youth Sports

- Ensure compliance with DCFS Licensing Policies and ISBE food program regulations
- Must have great communication and organization skills in working with both the schools and families.
- Make monthly lesson plans to include HEPA Standards, homework assistance, STEM, and art activities.
- Develops and maintains relationships with state child care licensing agencies, school administrations, parent groups, and other organizations and agencies related to assigned programs.
- Responsible for maintaining all records and data on each child.
- Responsible for maintaining all school and YMCA equipment so that sites have the required equipment.
- Support YMCA policies and procedures.

Cause-Driven Leadership® Competencies

- **Mission Advancement:** Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the Y's efforts to all stakeholders.
- **Collaboration:** Builds and nurtures strategic relationships to enhance support for the Y. Serves as a community leader, building collaborations based on trust and credibility to advance the Y's mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.
- **Operational Effectiveness:** Integrates multiple thinking processes to make decisions. Involves staff at all levels in the development of programs and activities. Ensures execution of plans. Institutes have sound accounting procedures and financial controls. Assigns clear accountability and provides continuous improvement.
- **Personal Growth:** Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.
- **Behavioral Characteristics:** Welcoming, Nurturing, Determined, Hopeful, and Genuine.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here represent 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 essential functions.
- Sufficient strength, agility, and mobility to perform essential functions of position and to supervise program activities.

The Y: We're for youth development, healthy living, and social responsibility.

QUALIFICATIONS:

The ideal candidate must demonstrate a strong background in the delivery of high-quality, safe, and impact-focused childcare.

The candidate must have skills in planning, organizing, relationship building, and problem-solving. Display sound judgment, and independent thinking and must be able to work independently as well as with staff in a team-based environment.

Must be able to pass reference checks, criminal history, sex offender registry, and fingerprint background check