



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MARION FAMILY YMCA NOTICE OF POSITION VACANCY School Age Child Care Coordinator July 2018

Helping Marion's youth learn, grow and thrive.

Position Overview: Under the direction of the Program Director and in accordance with the goals and objectives of the Marion Family YMCA, the School Age Child Care Coordinator is responsible as the administrator of the Y's school age children care program(s) including developing & implementing the curriculum, day to day operations, budget compliance, and ensuring compliance with all licensing requirements and YMCA best practices. Incumbent must role model the Y values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with participants, parents, members, staff, and guests.

Position Requirements: The incumbent must meet current ODJFS Administrator requirements, which currently are:

1. Have two years of training verified by a transcript including four courses in child development. Two years of training shall be sixty semesters or ninety quarter hours from an accredited college, university or technical college. Four courses shall be twelve semester hours or eighteen quarter hours from an accredited college, university or technical college; or
2. Twenty-four calendar months, for at least twelve hours a week, of experience working as a child care staff member in a licensed child care center or type A home; or
3. An "Ohio Administrator Credential" designation as approved by ODJFS; or other criteria as outlined in ODJFS document: <http://emanuals.jfs.ohio.gov/pdf/pdf-forms/2-12-07APXA.pdf>

The incumbent shall be at least 21 years of age. Person must have a personality that reflects a love of children; can understand and meet their wide variety of needs; and is creative and spontaneous. Must have excellent skills in creating a fun, supportive and caring environment for school-age children. Incumbent must be able to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Must be able to build meaningful relationships with people from diverse backgrounds; communicate well with parents and children; and be well organized. Child Abuse, Communicable Disease, and obtain within 90 days and keep current certifications in First Aid and CPR with AED. Upon hire, must continue to meet all ODJFS requirements for a center administrator.

Physical Requirements: Incumbent must be able to move freely and quickly throughout the Y facility; move easily across a variety of indoor and outdoor surfaces; participate in typical children's games; watch and listen to the activities of a group of children; communicate effectively with people; bend and lift; and lift up to 25 pounds.

Wage Range: \$11.40 - \$13.20 per hour

Position Status & Information

- School Age Child Care is *tentatively* scheduled to operate Monday through Friday while school is in session 6:50 – 8:30 am and 3:30 – 6:00 pm.
- Coordinator is expected to work hands on in ratio with children majority of open hours with a designated number of administrative hours in addition to hands on time.
- Nonexempt hourly position
- Part time 28 to 30 hours per week when school is in session; or may be full time 38 hours per week with additional responsibilities outside of School Age Child Care

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Benefits

- YMCA Individual Membership (if full time, Household Membership)
- Full Time Benefits include health insurance, short term & long term disability insurance, life insurance, and retirement after meet enrollment criteria all per Personnel Policy
- Other Benefits per Personnel Policy
- Career Development Trainings and Opportunities

Timeline

- Applications Accepted until position is filled

Submit the following electronically or hard copy to Jill Grimes, Finance Director

- Marion Family YMCA Employment Application (not required for current employees)
- Resume that includes ODJFS Administrator qualifications
- College Transcripts or other proof of ODJFS qualifications (see page 1)
- Cover letter
- 3 references (at least one employment and at least one that can speak to your work with children)

MARION FAMILY YMCA**WOPAT YMCA CENTER**

645 Barks Road East, Marion, OH 43302

(P) 740 725 9622

(F) 740 389 1287