



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

## **Central Connecticut Coast YMCA Job Description**

Job Title: Child Care Coordinator  
Job Code: CCSCord  
Leadership Level: Team Leader  
FLSA: **Non-exempt - Part-time**

Reports To: **Child Care Director**  
Department: 710 School Age or 711 School Age Off site  
Work Location: **XXXXXXXXXXXXXXXXXXXX**  
Work Schedule: **XXXXXXXXXXXXXXXXXXXX**

### **A Career with a Cause:**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

**We are welcoming:** we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **Position Summary:**

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Child Care Coordinator at the Central Connecticut Coast YMCA assists in the management and supervision of all aspects of the Child Care programs and facility. Maintains a supportive, positive atmosphere that welcomes and respects all individuals and provides direct leadership, instruction, motivation, safety, and enjoyment for Child Care participants and staff. The Child Care Coordinator provides direct leadership and assures the well-being for each participant and staff in line with YMCA of the USA guidelines and association policies in accordance with their training.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages family involvement.
- Assists with all supervision of Child Care staff, including: recruitment, hiring, training, evaluation, human resources and payroll functions, recognition, and discipline of employees; scheduling and facilitating staff meetings and trainings; overall safety; addresses complaints; and resolves problems effectively with the support of their direct supervisor.
- Assists with overseeing Child Care programs including: new programs, fitness classes, seminars, lectures, workshops, one-on-one sessions, certification courses, special events, and risk management in accordance with YMCA guidelines; supports and directs staff in program planning, scheduling, and coverage accordingly; and supports members, program participants, and staff in achieving their goals through motivational support and guidance.
- Stays up to date and assists with all facility changes including but not limited to events, holidays, schedule changes, and facility closures.
- Follows and enforces all Child Care procedures and guidelines including those pertaining to health and safety, supervision of children, child care discipline policy, drop-off/pick-up, attendance, forms, reports, supplies, and staff expectations as required by the YMCA, licensing, and the state health department.
- Communicates with staff, participants, and members in a timely and professional manner and answers questions that will support a positive experience with the Y.
- Ambassador of all YMCA programs with a focus on Child Care programs and member engagement that fosters loyalty among those we serve.
- Maintains physical presence at all times while on duty, monitors and administers safety checks, remains aware of surroundings and participants ensuring a pleasant, professional, and safe Child Care environment. Up to 75% of work schedule will be in direct service to the Child Care Program and must be able to fill in for all child care staff when needed.
- Maintains program areas, equipment, and supplies in an orderly and safe manner. Assists in maintenance and upkeep as required by the Central Connecticut Coast YMCA, local and county health departments, and The YMCA of the USA.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse; and supports other staff to do the same.
- Pursues training opportunities that support the work of the YMCA.
- Assists with sound fiscal management and meets deadlines in assigned areas.
- Is an active leader in membership retention goals and in the Annual Giving Campaign.
- Attends all mandatory meetings and trainings.

### **YMCA Leadership Competencies:**

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Communication & Influence:** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Functional Expertise:** Executes superior technical skills for the role.

### **Experience, Education, and Qualifications:**

- Minimum of two years child care experience, including supervision of staff.
- Must meet the requirements for Site Director and Head Teacher for school age programs as defined by the State of CT Department of Public Health.
- Must be at least 20 years of age.
- Must have at least one of the following (A or B):
  - A.
    1. A high school diploma or equivalent.
    2. At least 1080 hours of documented supervised experience over a nine-month period, including working with children in a program with these standards or comparable standards. Programs must serve same ages and developmental stages as those served in this program.
    3. Twelve (12) credits in early childhood education or child development, elementary education, recreation, group social work, or a related field from an accredited institution of higher education with program approval from a Board of Governors of Higher Education.
  - B.
    1. A bachelor's degree in early childhood education or child development.
    2. At least 360 hours of documented supervised experience with unrelated children of the same ages to be served and with these or comparable standards plus at least one semester of student teaching with children of same ages/developmental stages as those to be served.
- Upon hire must have documentation of a physical examination and a TB Tine Test, to be repeated every two years.
- Must submit Office of Early Childhood Background Check and fingerprinting forms within 30 days of hire.
- Bilingual in English and Spanish helpful.
- Must be able to plan and implement developmentally appropriate activities.
- Proven track record of building program participation and relationships with members, participants, and volunteers.
- Experience in a wide range of physical activities with the ability to instruct and perform duties of Child Care staff.
- Excellent interpersonal skills are critical and essential to the success of this position.
- Demonstrates excellent planning, organizational, attention to detail, and time management skills, with the ability to multi-task with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and critical thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Effective communication skills necessary to inform, counsel, motivate, and support members and staff.
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency.
- Able to work flexible schedules

### **Trainings & Certifications:**

- Must complete New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Blood borne Pathogens, Employee Safety, and Hazard Communication trainings prior to start of position.
- Connecticut Child Care CPR/First aid certification must be obtained within 6 months of hire and maintained.
- Administration of Medications certification is preferred.
- Continue professional development as outlined in the State of Connecticut Office of Early Childhood licensing requirements (complete hours of training equal to or greater than 20% of hours worked) as well as any/all training required by the YMCA and other accrediting agencies.

### **Effect on End Results:**

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Child Care Coordinator be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Growth is seen in the program enrollment and quality in accordance with annual targets.
- All YMCA programs are recognized in the community as high quality and safe programs.
- Participants and staff set and achieve personal goals.
- All applicable licensing standards, grant stipulations, YMCA policies, state and local laws, and YMCA of the USA risk management recommendations are met or exceeded.
- School Age Child staff embody the mission and values of the YMCA.
- Positive image of the Central Connecticut Coast YMCA is achieved.

### **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance

vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Ability to conduct classes and activities, and perform all physical aspects of the position.

**Work Environment:**

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Acceptance and Acknowledgement Sign Off:**

This position description is not a contract. The Central Connecticut Coast YMCA reserves the right to change this position description as necessary. The employee may be assigned this position at other Central Connecticut Coast YMCA locations under the same conditions. The employee is expected to adhere to all association policies and to act as a role model in the adherence to the association policies.

I have read and understand the position description for the Child Care Coordinator, expected work schedule, and rate of compensation and I accept this position.

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Incumbent Print Full Name	Incumbent Signature	Date
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<Supervisor, Name, Title>	Supervisor Signature	Date
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