



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

JOB POSTING: SCHOOL-AGE PROGRAM COORDINATOR

JOB DESCRIPTION:

The YMCA of Klamath Falls is seeking a year-round, full-time School-Age Coordinator. Reporting to the Childcare Director, this position is responsible for the development, organization, implementation, promotion, and administration of a high-quality, year-round YMCA childcare program, which includes Summer Camp, Afterschool program, School Release Camp, and year-round school-age programming with a focus on enrollment, customer service, as well as the supervision of childcare staff.

FULL-TIME BENEFITS INCLUDE:

- FREE Family membership
- Discount on programming at The YMCA of Klamath Falls
- Access to one of the leading retirement programs, "Y Retirement Fund."

QUALIFICATIONS:

- Minimum 21 years of age
- One year of related experience preferred as a coordinator or supervisor in a childcare facility.
- Experience in staff management
- Pass driver safety training and clean driving record
- One year of experience in program development
- Proficient computer skills

ADDITIONAL QUALIFICATIONS:

- Typical requirements within 30 days of hire include completing Child Abuse Prevention for Supervisory Staff; CPR; First Aid; AED; Bloodborne Pathogens.
- Fulfillment of state-specific hiring standards and completion of YMCA program-specific certifications.
- Ability to relate effectively to diverse groups of people from all community social and economic segments.

ESSENTIAL FUNCTIONS:

- Work directly with the Childcare Director in developing programming, planning, and overseeing daily activities, scheduling, lesson plans, and general program operations.
- Recruits, hires, trains, develops, schedules, and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Coordinate the safety and quality at all sites.
- Communicate with parents and address parent concerns promptly. Seek the help of the Program Director when necessary.
- Assist with the various administrative tasks, coordinate schedules, and complete all required reports

The Klamath Falls YMCA is a drug-free work environment. We are an Equal Opportunity Employer and welcome all applicants who share our values of Caring, Honesty, Respect, and Responsibility.