

**Magic Valley YMCA  
Job Vacancy**

Title: Afterschool Program Site Coordinator  
Location: Jerome, ID  
FLSA Status: Part Time  
Leader Level: Team Leader  
Hiring Wage: \$10.00 at 28 hours/week  
Reports To: Out of School Time Program Coordinator

**Job Description**

This position supports the work of the Y in strengthening community through youth development, healthy living and social responsibility. Under the supervision of Out of School Time Program Coordinator, the Afterschool Program Site Coordinator is responsible for the onsite operation and implementation of the YMCA afterschool program at Jefferson Elementary School in Jerome, Idaho.

**Essential Functions**

1. Assists the program coordinator in supervising afterschool site staff.
2. Acts as a liaison between the YMCA and designated school officials.
3. Maintains program records and documentation.
4. Supervises a group of 10-15 children.
5. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values.
6. Adheres to program standards including safety and cleanliness standards.
7. Attends staff meetings and trainings.
8. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
9. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions.
10. Performs other duties as assigned.

**Work Environment and Physical Demands**

1. Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

**Position Qualifications**

1. A minimum age of 21 is required.
2. Previous experience working with children preferably in a child care setting
3. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc.
4. Pediatric CPR, First Aid, AED certifications and Child Abuse Prevention and required Idaho Stars trainings prior to employment.
5. Previous experience with diverse populations preferred.

**YMCA Competencies**

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

**How to Apply**

Email resume to: [tammy@ymcatf.com](mailto:tammy@ymcatf.com)  
Resumes Accepted Until 7/27/2018