



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF SAN FRANCISCO

### YMCA JOB DESCRIPTION- BUCHANAN

Incumbent: Vacant

Job Title: Programs Coordinator

Salary Range: \$18-\$20 / Hour

Competency Level: Leader

Reports To: Associate Program Director

Status: Non-Exempt/FT

Start Date: 7/1/2015

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#### THE Y VISION FOR 2020

The healthiest children in America will live in the Bay Area, building skills and habits for a healthy life, enabling them to reach their highest potential through the strength of the communities we serve, and make a valuable contribution to society.

#### POSITION SUMMARY

Under the direction and supervision of the Associate Program Director (APD), the Programs Coordinator is responsible for the supervision, support services and provides oversight, development and implementation of program services within the New Traditions AM/PM Licensed Child Care Program, Summer Camp, Day Camp (Seasonal) and Kids Night Out (KNO) Programs. The incumbent has fiscal management responsibilities as it pertains to these program areas. The Programs Coordinator works closely with the APD to ensure programs and activities in concert with the Buchanan YMCA and YMCA of San Francisco goals and objectives.

#### KNOW HOW

The Incumbent must possess a variety of skills that include communication, program management, fiscal management, personnel management and administration. The incumbent must possess the visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency situation. In addition, the ability to adequately observe participants activities, enforce safety regulations and apply appropriate management techniques.

This position is heavily weighted on the human relations side. It is necessary that s/he must be able to delegate appropriate responsibilities involved in daily operations. S/He must guide or direct all actions within a continuing consciousness of the operation objectives of the long and short branch plans.

#### MINIMUM QUALIFICATIONS

1. Bachelor's degree in child development, education, social services or related field plus a minimum of two years' experience should be in area of program development, management, supervision and working with school age children: or five in the field to supplement for the degree requirement.
2. Must have 12 units or 240 training hours in any combination of the following: Units in Early Childhood Education (core units in child growth & development, human growth & development, child, family & community, child & family and program/curriculum). Units in psychology, recreations, education, social welfare, human development, counseling, nursing, home economics, physical education, or other related field or training hours.
3. Demonstrated knowledge and familiarity and experience working in or with schools and SFUSD.
4. Proven ability to work with people from diverse ethnic, socioeconomic, educational, religious and generational backgrounds.
5. Significant experience in program management and youth development.

6. Ability to collaborate and engage representatives from community agencies, school district personnel, and other private/public institutions.
7. Must provide school transcripts or documentations showing you have the necessary qualifications.
8. Skills: Supervision, Organization, Multi-Project/Task Orientated, Communication-both written and verbal.
9. Minimum 21 years of age; Must pass health screening and fingerprint clearance.

## **ESSENTIAL FUNCTIONS**

### **Program Management:**

1. Supervise and provide program oversight to above programs.
2. Responsible for camp program participation, parental satisfaction and retention.
3. Implement youth development practices in all program development. (Child Care, Summer Day camp and KNO)
4. Implement an assessment policy/procedure for fee based programs and evaluate the results in relation to the branch/grant goals and participation satisfaction.
5. Creates, supervises and leads a comprehensive program outline and age appropriate curriculum for each program site.
6. Acts as a substitute on an as needed basis for the programs under supervision.
7. Maintains equipment and records, especially those pertaining to state licensing authorities and SFUSD standards.
8. Oversight and development of marketing and promotion program participation as it relates to Day Camp/KNO which may include but is not limited to attending fairs and community events.
9. Establish/Schedule communication with school administration.

### **Human Resources:**

1. Supervise, recruit, train evaluate and lead staff according to the best practices of the YMCA of San Francisco.
2. Working in consolation with the APD in development and maintaining continuous staff retention and training plan.

### **Fiscal Management & Fund Development:**

1. Develop, monitor, and manage program budgets.
2. Working in consultation with the Administrative Services Director regarding billing receivables for program participants.
3. Work with ASD to ensure timely DCYF grant billing.
4. Assist the APD in designing the sustainability plan for all programs.
5. Act as a lead in the branch Annual Giving Campaign and secure donations for campaign.

### **Other:**

1. Participate in all branch and association functions, meetings and community meetings as deemed necessary by the Associate Program Director
2. Demonstrate the "Character Counts" values of caring, respect, honesty and responsibilities in all your dealings with members, guests, volunteers and fellow staff.
3. All other duties as assigned by the Executive Director or Associate Program Director.

## **WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

Definition: A description of the work environment and the physical requirements to execute the job in that environment.

Instructions: Please add any specifics required to do the job.

1. You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
2. All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Association Office human resources department prior to beginning the first day of work.
3. Position may require sitting, bending, and standing, leaning and kneeling on an occasional basis. Must be able to lift up to 40 pounds in order to perform essential functions.

## ESSENTIAL FUNCTIONS

Definition: The role to be reviewed & evaluated.

Instructions: Add to functions 1 – 5.

1. **Attend** staff meetings and trainings as required.
2. All other duties as assigned by your supervisor.
3. **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
4. **Demonstrate** the *Character Counts* values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
5. **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.

## YMCA LEADER COMPETENCIES

Mission Advancement: Reinforce the Y's values within the organization and the community. Effectively communicate the benefits and impact of the Y's efforts for all stakeholders. Implement effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secure resources and support for all philanthropic endeavors.

Collaboration: Develop strategies to ensure staff and volunteers reflect the community. Build and nurture strategic relationships to enhance support for the Y. Serve as a community leader building collaborations based on trust and credibility to advance the Y's mission and goals. Communicate for influence to attain buy-in and support of goals. Provide tools and resources for the development of others.

Operational Effectiveness: Integrate multiple thinking processes to make decisions. Involve members and community in the development of programs and activities. Ensure execution of plans. You must Institute sound accounting procedures, investment policies, and financial controls. Assign clear accountability and ensures continuous improvement.

Personal Growth: Foster a learning environment embracing diverse abilities and approaches. Create a sense of urgency and positive tension to support change. Anticipate challenges that can sidetrack or derail growth and personal learning. Have the functional and technical knowledge and skills required to perform well; use best practices and demonstrate up-to-date knowledge and skills in technology.

## EFFECT ON END RESULTS

This position has a significant impact on the quality and effectiveness of the Child Care and Programs Department. This position provides services and information to members of the Buchanan YMCA and the WA Beacon community.

## ACKNOWLEDGEMENT

This job description is not meant to be all-inclusive. This position description is not a written or implied contract.

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Employee's Printed Name

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Employee's Signature

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Date

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Supervisor's Printed Name

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Supervisor's Signature

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Date

