

eliminating racism empowering women

ywca

Central Massachusetts

Position:	School Age Program Coordinator
Accountability:	Director of Child Care Services
Availability:	Full-time
Location:	Multiple sites – Worcester, Leicester
CORI Required:	Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Responsible for management of two after-school programs and a summer camp program which includes enrollment of those programs and the development of multi-site curriculum for those programs. Management of the program will be conducted in a professional and confidential manner which incorporates the culturally sensitive and developmental philosophy of the YWCA. The coordinator will ensure the highest quality of care for children and their families, comply with the Department of Early Education and Care requirements, DPH standards, and health and safety regulations, as well as promote cost effective operations.

Responsibilities:

1. **Develop curriculum for a multi-site after school program and a summer camp program.**
2. **Assist in the hiring of staff for school age and summer camp personnel in the scheduling of staff, including substitute coverage, to meet DEEC requirements and DPH camp regulations.**
3. **Work with school age and summer camp personnel to develop an environment which includes a balance of social, recreational and structured activities where children can learn and grow at their own pace, interact comfortably with adults and participate in both individual and group activities.**
4. **Supervise summer camp staff and school age staff in a supportive manner and encourage effective and positive communication among staff; facilitate annual performance evaluations; assist in providing required training and staff development opportunities; hold regular meetings with school age and summer camp staff.**
5. **Develop strong relationships with parents through open and consistent communication, an open door policy which encourages parent visits, communication, and regular meetings.**
6. **Work with families in need of intervention and make referrals to outside agencies as needed.**
7. **Maintain records for children and staff in compliance with DEEC licensing and DPH requirements and in preparing for licensing/camp renewal.**
8. **Maintain budgeted enrollment for school age program using waiting lists, age appropriate transfers into other groups, referral agencies, and promotional requirements.**
9. **Assist in managing annual operating budget which includes fee collection, processing of EEC/DPH parent applications, fundraising, scholarships, intake and assessment for EEC income eligible slots and management of budgeted expenditures.**

Qualifications:

- Bachelors Degree in Elementary Education or related field
- Two years experience teaching school age children
- 2 years supervisory experience
- Strong communication and problem-solving skills
- Experience working with families of diverse backgrounds

- Ability to work with coworkers in a team approach

How to apply:

If you are interested in applying for any of the above positions please send resume to:

Email: HR@ywcacentralmass.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.