

eliminating racism empowering women

ywca

Central Massachusetts

Position:	Site Coordinator
Accountability:	School Age Program Coordinator
Availability:	Monday - Friday, 1:30pm. – 5:30 p.m.
Location:	Roosevelt School, Worcester
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:

You will manage ongoing programming in assigned classroom in a professional and confidential manner and in a way which incorporates the developmental and culturally sensitive philosophy of the Center to ensure the highest quality of care for children, and compliance with Department of Early Education and Care requirements and health and safety regulations.

Responsibilities:

1. Schedule staff, including substitute coverage, to meet DEEC standards.
2. Supervise staff in a supportive manner; encourage positive, effective communication among staff; conduct annual performance evaluations hold weekly meetings with team members.
3. Attend scheduled center meetings; maintain First Aid and CPR certification; complete 20 hours of training each year as required by DEEC.
4. Develop good relationships with parents through open and consistent communication, planned activities and scheduled parent conferences.
5. Work with supervisor in working with families in need of intervention.
6. Notify immediate supervisor and parents of any contagious illness contracted by a child enrolled in the program.
7. Design, implement and maintain a developmental, age-appropriate, and anti-biased curriculum which incorporates small and large group activities and meets the highest standards for quality programming.
8. Complete bi-annual progress reports for each child and maintain records for children, staff and program per licensing requirements.
9. Manage purchasing for program area, including petty cash, within constraints of annual budget.
10. Assist in enrollment.
11. Assist in maintaining all records required for licensing and in preparing for licensing.
12. Assist in managing center's annual operating budget which includes fee collection and management of budgeted expenditures.
13. Assist in administering the scholarship system.
14. Perform other duties as required.

Qualifications:

- At least 21 years old
 - Valid driver's license and/or reliable transportation
 - CPR and First Aid certification required
 - Minimum of 1 year experience in recreation, camp, or child care required
 - Ability to relate with diverse groups and enjoy children
 - Must be able to handle physical aspects of the job
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How to apply:

If you are interested in applying for any of the above positions please complete an Employment Application and send the completed application and resume to:

Email: HR@ywcaworcester.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.