



## YWCA of Alton Child Enrichment Site Coordinator Job Description

Title: Site Coordinator

Reports to: Child Enrichment Director

Position Type: \_\_\_ Full Time X Part Time

**Key Job Function** Assists YWCA of Alton Child Enrichment Program Director with administration and coordination of a State of Illinois Licensed or License Exempt Child Enrichment Program site

### Principle duties and responsibilities

#### Organizational, Management and Supervisory Duties

- Prepares and distributes materials and supplies necessary for activities in a timely manner
- Starts children on tasks quickly and assures efficient transitions between activities
- Maintains a high level of time-on-task for all students
- Monitors student behavior continuously, encouraging appropriate behavior and addresses inappropriate behavior
- Completes reports and logs and records accurately and promptly (including incident reports, medication log, emergency and fire drill logs)
- Implements and carries out all Programmatic policies and procedures
- Promptly reports to CE Director or Assistant Director all incidents on site including behavioral, late pick up, program absence, facility issues and other significant events
- Serves as direct supervisor over Site Assistants
- Responsible for directing Site Assistants
- Assesses the performance of Site Assistants and makes recommendations to the CE Director on personnel actions,
- Responsible for ensuring Site Assistants adhere to all work rules, including but not limited to completing time sheets
- Coordinates with CE Director to ensure substitute staff are hired when needed
- Assists with organizing and scheduling staff work shifts, and maintaining daily student attendance rosters and student files
- Responsible for preparing written performance evaluations for Site Assistants
- Responsible for picking up snacks and supplies from the YWCA
- Responsible for keeping track of and picking up supplies and notifying director or assistant director when low on supplies ( for activities, cleaning supplies, utensils, etc.)
- Responsible for maintaining site cleanliness, organization, and professional appearance
- Responsible for timely reporting of all maintenance and janitorial needs,
- And other duties as needed.

#### Personal Qualities

- Interacts with students in a mutually respectful manner
- Expresses verbal enthusiasm

Praises students for learning accomplishments, on-task behaviors and appropriate conduct  
Gives all students opportunities to ask questions, contribute, and otherwise participate in group activities

### **Professional Demeanor**

Maintains punctuality and regular attendance  
Maintains appropriate communication with colleagues and supervisors  
Maintains accurate and positive communication with students and parents  
Takes steps toward professional development including minimum of 15 hours of professional development per calendar year  
Carries out other duties as assigned by CE Director

### **Responsibilities include**

Opens and/or closes site locations  
Prepares daily materials/supplies  
Greet parents and children and landlord representatives  
Serves as direct supervisor over Site Assistants  
Assists with site paperwork and reporting  
Assists with scheduling  
Assists with supervision of Site Assistants  
Assists with staff development  
Assists with inventory of site materials  
Performs other duties as assigned  
Shifts may include School Year Days, Holiday Camps, Inclement Weather Days, Teacher Institute Days, Summer Camp and other days as needed

### **Essential Physical Requirements**

Must be able to lift, push, or pull up to 50 pounds on a regular basis  
Must be able to speak, hear, see, write, walk, climb, stand, stoop, kneel, bend, twist, turn, push, pull and reach (above head and below knees) on a regular and repetitive basis  
Tasks require extensive use of hands including repetitive gripping, grasping, lifting and manipulation of equipment necessary to perform duties

### **Job Requirements:**

Must be at least 21 years of age as per DCFS regulations  
Current CPR/First Aid Certification  
Excellent communication skills  
Ability to perform all duties as outlined  
Valid Driver's License and Reliable Transportation  
Experience with child care of school aged children and/or coursework in child development

- Requires 3-5 years related experience in school -aged child care programs or education in child development or related field.
- Valid driver's license and reliable transportation.

- Pass pre-employment drug screen, state mandated criminal background check, and medical examination.

**Physical**

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In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate individuals with disabilities. An individual seeking such an accommodation should contact the Executive Director.

Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at will employer. Employees can be terminated for any reason not prohibited by law.

I understand that I am responsible for the satisfactory execution of the essential functions outlined in this job description, under all conditions previously described.

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Employee Signature

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Date