



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

THE FAMILY YMCA- JOB DESCRIPTION

Job Title:	After-School Assistant Site Coordinator	Schedule: 20-25hrs. weekly Varied
Job Type:	Part-time	Job Code: 060405_____
FLSA Status:	Non Exempt	Pay Range : \$17.00
Reports to:	After-School Site Coordinator	Revision Date: June 2026

POSITION SUMMARY:

The person selected for this position will be under the direct supervision of the After-School Site Coordinator and will be responsible for providing an appropriately safe, caring and enriching environment for the children enrolled in the YMCA After-School programs. Assistant Site Coordinators are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and co-workers by reflecting the YMCA core values of caring, honesty, respect and responsibility. Assistant Site Coordinators are responsible for complying with best practices as set by YUSA, the State of New Mexico, and New Mexico Out of School Time (NMOST), and will assist in ensuring that staff adheres to all YMCA Childcare Policies and Procedures.

ESSENTIAL FUNCTIONS & JOB DUTIES:

GENERAL JOB FUNCTIONS:

- Adhere to policies as stated in the YMCA Childcare Policies and Procedures Manual and in subsequent YMCA trainings and meetings
- Attend a monthly staff meetings, generally held at the YMCA from 6:15-7:45 p.m.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Maintain open communication with the Child Development Director
- Initiate and maintain positive relationships with school staff including principal, secretaries, custodial staff and teachers of key importance to the after school programs
- Keep a consistent headcount on all children present at site; communicate changes with all other staff
- Assist in maintaining clean-up schedules; including janitorial duties necessary to maintain the cleanliness of the school facility and YMCA vans
- Comply with the "checks and balances" system to ensure that clean-up is done EVERYDAY
- Maintain accurate documentation of attendance, absences and emergency information on each child
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff
- Maintain all supplies, equipment and materials; inform the Child Development Director when new/additional supplies are needed
- Ensure that all staff and children are respectful of school property; ensure all school rules are followed

RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect.
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules; ensure that redirection is natural consequence to violation.

- Express clear expectations and hold children accountable for adhering to them.
- Help children to develop a positive self-esteem and sense of self-worth.
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility.

RESPONSIBILITIES WHEN INTERACTING WITH PARENTS:

- Positively ID parents before releasing children (picture ID necessary until you can personally identify them).
- Introduce yourself to parents and communicate with them regularly regarding program information: schedule changes, permission slips.
- Communicate on a daily basis regarding the behavior of their children positive and negative (make sure to have parents review and sign corrective behavior reports).
- Encourage parents to participate or volunteer in special events or on field trips.
- Express appreciation for their interest in their child(s) participation in the program.

SUPERVISORY RESPONSIBILITIES:

- Assist in the planning and implementation of the monthly or weekly calendars for programs which includes the creation and daily adherence of engaging, enriching programming.
- Be responsible for directing all site functions when the Site Coordinator is absent.
- Responsibly supervise all counselors and ensure all are adhering to the appropriate program policies and procedures.
- Be a support for counselors; be impartial and fair; create a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.
- Attend site meetings with Site Coordinator and counselors as needed.
- Communicate clearly staff expectations and follow up to ensure compliance.
- Communicate with the Site Coordinator to discuss general objectives of the program; and immediately regarding incident/behavior reports on children or with staff concerns; relay pertinent information in a timely manner
- Assist Site Coordinator by witnessing and documenting personnel matters; assist with assigned administrative tasks including documentation of procedures and policies.
- Create a "checks and balances" to ensure that clean-up is done EVERYDAY, without exception and that the responsibilities are distributed equally among all staff (including Coordinators).
- Maintain accurate documentation of attendance, absences and emergency information on each child; maintain all other records regarding schedule changes, behavior and incident reports.
- Effectively implement emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff.
- Take care of all supplies, equipment and materials; be respectful of school property; ensure all school rules are followed.

JOB QUALIFICATIONS:**EDUCATION:**

- Bachelor's Degree in Early Childhood Education preferred (Other acceptable fields include recreation, social work, program administration, psychology and sociology)
- Or 2-4 years of experience and/ or Associate Degree, in early childhood education and/or development required.
- Or verifiable experience working with children of varied ages required.

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Planning and implementing age appropriate, enriching activities.
- Supervising youth and presenting positive role modeling through all interactions with program participants.
- Meeting program goals as outlined in the Childcare Policies and Procedures Manual
- To keep confidences, loyalties and practice professionalism

THE FAMILY YMCA-JOB DESCRIPTION

AFTER-SCHOOL ASSISTANT SITE COORDINATOR

- Being reliable and dependable
- If 21+ years old, be able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record; able to pass a defensive driving course
- Working with budgets and program administration
- Working a flexible schedule to meet program staffing/planning needs.
- Exercising mature judgment and sound decision making.
- Communicating effectively both orally and in writing.
- Learning, following and enforcing local Y and national guidelines related to internal policies.
- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.

PHYSICAL DEMANDS:

- Lift 35 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats (i.e. paper and digital).
- Must have adequate hearing to respond to members and interact with the public.
- Ability to stand for up to 5 hours
- Ability to run up to 100 yards (in the case of an emergency)
- Currently have excellent health and be free of communicable diseases.
- Drug Free as outlined in the Y's Substance/Alcohol Abuse and Testing Policy

PROFESSIONAL EXPECTATIONS:

The After-School Site Coordinator will present a competent and positive image of The Family YMCA through the professional and safe coordination of all Child Care programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition, the After-School Site Coordinator will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

COMPENSATION:

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Child Development Director.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

Employee Signature: _____ Date: _____