

Position: Assistant Learning Center Coordinator – Mecklenburg Co

Status: Part-time, Non-exempt

Salary: \$13.50 - \$14.85 per hour, commensurate with experience

Reports to: Director of Youth Programs

Hours of Operation: Monday - Friday 2:30p.m. - 6:30p.m; 9:00a.m. - 5:00p.m. during teacher workdays, holidays, and summer months

About YWCA Central Carolinas:

YWCA Central Carolinas is a nonprofit on a mission to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. We achieve this through a variety of programs, including transitional housing for women and families facing homelessness, youth literacy programs for children from low-income households, racial justice and advocacy initiatives that educate and mobilize our community, and a co-ed fitness center that empowers our neighbors and serves as a portal into our mission.

Position Objectives:

YWCA Central Carolinas is seeking a part-time Assistant Learning Center Coordinator for several centers located in our Mecklenburg County After-School Literacy Program. Our After-School Literacy Program serves children in grades K – 5 at centers located in public housing communities, neighborhood recreation buildings and fragile neighborhoods throughout Mecklenburg County. Our goal is to provide each student with an exemplary academic experience filled with fun, personal growth, and parent participation with an emphasis on Literacy, Parent Engagement, Character Development and Cultural Enrichment.

Duties and Responsibilities:

Maintains High Work Standards

- Sets and maintains high performance standards.
- Pays close attention to detail, accuracy and completeness.
- Shows concern for all aspects of the job and follows up on work outputs.
- Demonstrates knowledge and skill for general aspects of the job.
- Adheres to organizational policies and procedures, including consistent attendance and punctuality.
- Completes work in a timely and consistent manner.

Supports the Planning, Implementation and Reporting at the Youth Program site

- Assists the Youth Learning Center Coordinator in the planning and implementation of the monthly schedule of activities, including reading programs, special activities, field trips, support services and health and wellness activities.
- Observes and reports child behavior and literacy progress.
- Submits all required reports accurately and on time.
- Be available to drive the children in a minibus to and from field trips and special activities.
- Performs CACFP duties per state and federal guidelines including serving snacks/meals and properly documenting meal counts.

Ensures Safety of All Children and Property

- Knows and can implement incident protocols if an accident should occur.
- Knows all safety standards and can implement a report should any unsafe condition occurs.
- Effectively manages behavior according to classroom guidelines.
- Ensures safety of participants and ensures that no damage occurs to the physical space by participants within the program.
- Maintains appropriate training/licensure as outlined in bus fleet guidelines, and complies with safety standards associated with operating a company vehicle.
- Additional duties as required by the Director of Youth Programs.



Education and Experience:

High School Diploma or GED required. Associate's Degree in Early Childhood Development, Elementary Education, Social Work, Recreation, Sociology, Human Services or equivalent education strongly preferred. Minimum of one year of experience working with youth. A valid North Carolina or South Carolina driver license with three years of driving experience required. Position requires all youth program staff to drive a 15-passenger bus. Must be at least 21 years or older. A valid American Red Cross Adult/Child CPR, AED First Aid certificate required. Ability to work weekends and evenings on occasion.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform their job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision.

Benefits:

Dental Insurance
Vision Insurance
Life Insurance
Short-term Disability Insurance
9 Paid Holidays and 2 Floater Holidays
403(b) Retirement
YWCA Retirement Fund (7% contribution made on your behalf after 2 years of employment)
Employee Assistance Program
Free YWCA Fitness Center Employee Membership (discounted family membership available)

Other Information:

Employment with YWCA Central Carolinas is contingent on successfully passing all of our pre-employment screenings, including but not limited to: a drug screening, reference checks, proof of certification (if applicable) and a background check. If applicable to the position, YWCA Central Carolinas employment may be contingent on a candidate meeting driver approval criterion as determined by Motor Vehicle Record background check.

YWCA fully subscribes to the principles of equal employment opportunity and is committed to complying all regulations under the Equal Employment Opportunity Commission (EEOC). YWCA's equal opportunity employment policy reflects our commitment to equality and to promote diversity in the workplace. We designed this policy to ensure fairness in all aspects of employment.

YWCA prohibits unlawful discrimination against applicants, employees, contractors, interns and volunteers on the basis of race, color, religion, creed, national origin or ancestry, age, sex (including pregnancy, gender identity and sexual orientation), physical or mental disability, veteran or military status, genetic information, marital status, reprisal or retaliation for prior civil rights activity or any other legally recognized protected basis under federal, state or local law. All employment decisions are based on qualifications and capabilities to perform the essential functions of the job.

To apply, please go to our web site: <https://ywcacentralcarolinas.org/work-with-us/>