

## **Position: Assistant Youth Learning Center Coordinator**

**Status:** Part-time, 20 – 25 hours per week, Non-exempt

**Salary:** \$13.50 - \$14.85 per hour

**Reports to:** Director of Youth Programs

### **About YWCA Central Carolinas**

YWCA Central Carolinas is on a mission to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. Since 1902, YWCA has evolved to meet the needs of the surrounding community. Today, our programs include transitional housing, youth literacy programs, racial justice and advocacy work and a co-ed fitness center.

YWCA's Youth Programs provide free, year-round, out-of-school programming for students from low-income communities in Youth Learning Centers across Mecklenburg and Union Counties. Offered after school each day and all-day during breaks, teacher workdays and the summer, the literacy-based program supplements students' classroom learning with the goal of improving each youth's reading ability and supporting students holistically as they pursue their literacy goals.

### **Position Objectives**

The Assistant Youth Learning Center Coordinator supports the Youth Learning Center Coordinator (YLCC) in providing literacy-based, year-round, after-school and out-of-school full day programming for youth in grades K – 5. This position is designed to support the center activities when enrollment is at or above 16 youth, helping cover ratio requirements.

Youth Program staff are required to be onsite and provide care around their feeder school bus schedules and school calendars. After-school hours of care are generally Monday – Friday, 2:30pm – 6:00pm and 9:00am – 5:00pm during school breaks, teacher workdays and planned school closures. Staff should plan to be at their center 30 minutes before care hours begin. Ability to work weekends and evenings on occasion.

### **Duties and Responsibilities**

#### **Supports the Youth Learning Center Coordinator with Center Needs**

- Assists in the planning and implementation of the monthly schedule of activities, including reading programs, special activities, field trips, support services, health/wellness activities, etc.
- Assists in opening the center and preparing for daily activities and leading group time when needed.
- Assists with monitoring absences closely to ensure only active participants are enrolled in the program, escalates absence concerns when appropriate with the family and Director.
- Performs CACFP child nutrition duties per state and federal guidelines including following the menu, preparing snacks and meals during serving window and properly documenting meal counts.
- Support youth participation in literacy-based programming and testing according to standards set by YWCA.
- Provides enrollment packets as needed to prospective families, providing support when needed to expedite completing documents.
- Covers YLCC critical duties as needed for short-term absences, acting as the primary contact for the center for families, community partners and co-workers.
- Provides support in checking out, picking up and returning the bus to and from the center/Park Road for field trips and other offsite activities planned for the day as needed.
- Creates an environment that meets the developmental needs of youth at various ages.

#### **Ensures Safety of All Children and Property**

- Knows all safety standards and escalates any unsafe conditions appropriately and in a timely manner. Follows all incident/accident reporting protocols if a youth or employee is injured.
- Maintains line of sight visual supervision of all youth to ensure safety and security.
- Effectively manages behavior according to YWCA standard practices, escalating behavior concerns when appropriate with the family and Director.
- Ensures that no damage occurs to the physical space by youth within YWCA's program. This includes maintaining security of all technology located in the center.

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- Maintains appropriate training/licensure as outlined in bus fleet guidelines and complies with safety standards associated with operating a company vehicle.

### **Role in Supporting Department of Youth Programs**

- Works closely and collaborates with facility partners (parks and rec, housing authority, etc.) to build and maintain positive relationship.
- Helps coordinate volunteers onsite as needed.
- Ensures compliance with all regulatory and contractual obligations.
- Participates in organization and departmental meetings and annual professional development training.
- Provides department support at other centers when there is a need for coverage.

### **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 preferred. Minimum of one year of experience working with youth. Possesses excellent communication skills, both written and oral. Ability to problem solve and plan ahead. Ability to maintain files, information, provide data for reports, use specialized software and operate standard program, classroom and instructional equipment. Ability to establish and maintain effective relationships with youth, families, partners, schools, co-workers and in the community.

Must be at least 21 years or older. 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 personal vehicle to the main YWCA campus regularly and drive a 15-passenger bus for program transportation needs. An AHA or Red Cross endorsed Adult/Child CPR, AED, First Aid certification is required and must be maintained while in this role.

### **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)

### **Physical Requirements**

The physical requirements described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform their job. Required certifications for the position may have stricter physical requirements and when those conflict with the job description, YWCA will follow the requirements in the certification.

While performing the duties of this job, the individual is regularly required to talk or hear. Specific vision abilities required by this job include close and distant vision required for monitoring and maintaining safety of youth. Must be able to scan the room continuously and maintain line of sight for youth in care. Must communicate clearly, including projecting voice across distances. Must be able to hear noises and signs of distress. Occasionally required to remain stationary while working on administrative tasks and perform repetitive motion tasks that may include the wrists, hands and/or fingers. Must be able to operate standard office equipment and keyboard. Frequently required to stand, stoop, kneel, crouch, bend, walk, jump, reach with hands, arms and legs. Ability to lift and move 40 pounds. Must practice proper body mechanics to prevent injury. Must be emotionally and physically fit to care for

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youth on a daily basis and not be on any medication that would affect the ability to maintain safety while working with youth.

Required to ensure the safety and well-being of individuals by acting decisively and compassionately in high-pressure situations, including, but not limited to: the fire alarm being sounded, inclement weather, building evacuations, shelter in place and other emergencies. Must be able to perform all physical requirements for emergency CPR, AED and First Aid.

**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 with all regulations under federal, state and local law. Recruiting and employment decisions are based on qualifications and capabilities to perform the essential functions of the job.

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