

YMCA of Metropolitan Los Angeles

**JOB DESCRIPTION**

**Position Title:** Enrichment Programs Coordinator

**Reports To:** Director of Sports and Recreation

**Branch:** 590- Westchester Family **Department**: Sports and Recreation

**Grade Level:**   **FLSA Status:** Non-Exempt (30+ hours)

**Date in Effect:** October 2019 **Incumbent:**

GENERAL FUNCTION:

Under the direction of the Director of Sports and Recreation, the Enrichment Programs Coordinator is responsible for the development and operation of the Enrichment Programs. This position is responsible for member support and engagement, program growth and retention, fiscal management, program marketing and communications. This position will also assist with the management of volunteer and paid staff.

The Enrichment Programs Coordinator must be able to demonstrate the ability to plan, supervise and implement a high-quality programing within the YMCA mission statement foremost in planning consideration. Be able to work with individuals of all ages in a courteous and effective manner. Demonstrate and teach the character development values of respect, responsibility, trustworthiness, caring, fairness and citizenship.

The Enrichment Programs Coordinator is required to implement Enrichment programing, implementation of all policies & procedures particular to YMCA of Metropolitan Los Angeles.

It is the policy of the YMCA of Metropolitan Los Angeles that all members, guests, and staff will be afforded an environment for participation that is healthy and positive. Any form of physical, emotional, mental, or sexual abuse is not tolerated.

Employed staff members may not socialize, provide services, or lead activities with children enrolled in YMCA programs outside of approved YMCA activities. Exceptions may be granted with the written approval of the Executive Director and must all sign the Parental Consent for Child Activity outside Course and Scope of YMCA Program and Release of Waiver and Liability Thereon form.

POSITION COMPETENCIES:

The Enrichment Programs Coordinator must possess a variety of skills to include: knowledge and understanding of Enrichment related programs, leadership competencies, supervision and evaluation of youth, excellent written communications, attention to detail, ability to work under pressure, takes initiative, has commitment to the YMCA mission, and is strong in interpersonal relationships.

It is necessary that s/he have a clear understanding of the relationship of the general public to branch, of staff to volunteer, and of intra-staff teamwork. S/he must be willing to accept direction regularly but also possess the motivation and skills to work independently. S/he must be able to work well with deadlines and to be flexible.

ESSENTIAL FUNCTIONS/SKILLS:

* Develop Enrichment curriculum in consultation with Program Director including but not limited to Youth Dance, Martial Arts, Parent/Child Gymnastics, and Youth Gymnastics
* In conjunction with the branch leadership team, establish long-term plans for the expansion of programs and services, in harmony with overall YMCA objectives.
* Display a positive and enthusiastic attitude and a desire to work with children and their parents at all times.
* Recruit, lead, and retain staff and volunteers
* Demonstrate the Six Pillars of Character (Trustworthiness, Citizenship, Respect, Responsibility, Caring, and Fairness) as well as the YMCA Core Values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
* UpholdYMCA policies for safety, supervision, mandated reporting and risk management.
* Create a welcoming environment in all YMCA program areas taking time to talk to members and enthusiastically greet them by name with a smile and eye contact.
* Proactively connect and monitor members to develop, and support the achievement of their goals, and matching members' interests to YMCA programs.
* Responsible for building small communities by facilitating connections with and between members
* Assist Members with their questions and monitor activity in assigned program areas.
* Engage, support and grow eligible volunteers and program enrollment; provide immediate feedback to parents and program leadership. Must be knowledgeable of program standards and be able to implement.
* Strong competency in project management skills, including but not limited multi-tasking and ability to produce high-quality work within a deadline.
* The ability to communicate effectively with a diverse group of individuals; the ability to work as a team with other staff and members, who is service oriented and consistently conducts business in a professional manner; ability to act swiftly in an emergency situation.
* Ability to correctly read, write and speak clearly in the English language.

QUALIFICATIONS AND EXPERIENCE:

Education:

* High school diploma
* Bachelor’s degree in a sports/enrichment related field preferred

Certifications:

* First Aid and CPR certifications required (to be obtained within 30 days of employment).

Experience:

* Must be at least 18 years of age.
* Experience providing instruction for enrichment related activities
* 1-2 years supervisory experience and experience teaching and working with youth preferred

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

* Must have the physical, visual and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
* Job is performed in indoor and outdoor environments.
* Ability to lift 25 lbs.

**Key Result Areas**

***Program Management and Development***

1. Carry out quality programming in accordance with YMCA guidelines with the assistance of other staff members. Ensure site is set up and ready to operate each day
2. Support, supervise and implement the program in accordance with the policies and philosophies of the YMCA standards.
3. Support with the necessary records and documentation required for state and YMCA policies & procedures.
4. Develop and implement YMCA curriculum in accordance with YMCA standards
5. Provide direct supervision over the youth in the program.
6. Work directly with staff to model and provide feedback regarding compliance and quality standards.
7. Assist with developing written operating procedures, forms and systems to effectively manage the business operations related to programs.
8. Report all issues to supervisor and assist with troubleshooting problems.
9. Maintain program compliance at all times
10. Provide direction and guidance to staff/volunteers, children and parents.
11. Provide feedback during trainings and meetings
12. Oversee program operations and program growth
13. Maintain good public relations with parents and develop/maintain positive schools and corporate partners relationships
14. Provide supervision and demonstrate the ability to set and maintain limits for youth using positive reinforcement, behavior management and group work techniques

**Key Result Areas**

***Fiscal Management:***

1. Achieve budgeted outcomes and have contingency plans
2. Market and promote program weekly and monthly

**Key Result Areas**

***Region/Association/Branch Wide Responsibilities***

1. Commit to the goals and work of the total Branch/Association.
2. Participate in Association and Branch activities and events.
3. Attend required staff meetings/trainings when required.

**Acknowledgment**

The statements in this job description and key results areas are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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Employee Signature Date

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Supervisor Signature Date

*This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*