OST COORDINATOR

The Greenpoint YMCA is seeking a qualified individual who, under the direct leadership of the OST Director, will assist in the supervision and administration of participants, counselors and the program. S/he will also assist in the administrative tracking and program data management.

Responsibilities:
- Ensure the safety and well being of children in the program by providing close supervision of activities.
- Provide leadership, motivation and role modeling for counselors, as needed, through daily program rounds.
- Provide and lead an academy program to youth groups, to enhance program curricula.
- Assume leadership in the absence of the OST Director.
- Interact daily with parents and create systems for parent communication and involvement.
- Work closely with OST Education Coordinator to coordinate enrichment activities and build on curriculum in place.
- Schedule and recruit outside enrichment sources for enhancement purposes of the program.
- Be knowledgeable of all aspects of the job and keep informed about what is happening in the program.
- Take meeting notes and help create monthly meeting agenda.
- Actively participate in all training sessions, designated meetings and special events.

Qualifications:
- Associate’s Degree; Bachelor’s preferred.
- Minimum of one year of experience, with a minimum of six credits in child and youth development and administration. One year of experience in an administrative role.
- Supervisory experience a plus.
- Proficient in the use of Microsoft Word; advanced use of Excel, PowerPoint and databases.
- Excellent verbal and written communication skills.
- Organizational skills, with an attention to details a must.
- Ability to handle multiple tasks.
- Current First Aid/CPR/RTE certifications; working towards MAT certification.

We offer an exciting and innovative work environment with an organizational culture committed to serving all members of our community. If you would like to be a member of our dynamic team, please forward your cover letter and resume with subject line “OST Coordinator” to kmonk@ymcany.org or to:

Greenpoint YMCA
Attn.: Kendell Monk
99 Meserole Ave.
Brooklyn, NY 11222