Y AFTER SCHOOL COORDINATOR

The Chinatown YMCA is seeking an energetic and innovative individual who will be responsible for the overall administration and management of one of our school-based Y Afterschool programs. The Coordinator will lead and manage both program quality and performance, in accordance with the policies and procedures of the YMCA of Greater New York and the Department of Health.

Responsibilities:
- Ensure the health, safety and well being of children in the program by providing close supervision of all activities.
- Manage the day to day operations of the programs.
- Assist in the hiring and management of staff.
- Maintain staff files in accordance with Department of Health and YMCA of Greater New York standards.
- Maintain accurate program documentation (incident reports, accident report, behavior report, attendance & sign-in / sign-out sheets, and licensing requirements).
- Plan and create weekly lesson plans.
- Observe and assess the individual needs of children; assist in managing student related issues.
- Refer parents to appropriate agencies for evaluations and remediation of children with special needs.
- Plan and lead family activities designed to develop a caring community of families and staff.
- Communicate openly and effectively with school staff.
- Purchase and maintain program supplies and equipment.
- Manage the program’s budget, including collection of fees.
- Actively participate in all training sessions and designated meetings.

Qualifications:
- Bachelor’s Degree in Education or related field.
- Minimum of two years of experience working in the youth development and administration field.
- Current CPR/First Aid/RTE certifications.
- Good communication skills.

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 “Y After School Coordinator” to gmacafee@ymcanyc.org or to:

Chinatown YMCA
Attn.: Glenn MacAfee
273 Bowery Street
New York, NY 10002