



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB OPENING ANNOUNCEMENT

Afterschool STEM Site Coordinator

Current Date: November 21, 2014
Hiring Supervisor: Jan Smith
Number of Positions Open: 2
Date Position Begins: As soon as possible
Applications Accepted Through: Until position if filled
Date of Interviews: To Be Announced
Location of Position(s): Madison Elementary School
Mound Fort Junior High School
Wage Range: \$10.50-\$11.25/hour
19 Hours per week – approximately 2:00-6:00 Monday - Friday
This is a part-time position

Position Requirements: The Y is looking for candidates that are interested in building and being a part of a cohesive afterschool team and program that will benefit elementary- or junior high- aged students in the Ogden area. YMCA afterschool site coordinators have the significant responsibility of developing a positive, welcoming and nurturing atmosphere to ensure that student participants are safe, secure, having fun and developing skills that will help them become successful adults and citizens.

The site coordinator should be a professional, responsible and communicative individual that is interested in building and maintaining a variety of relationships both within the program and the school as well as with existing partners. Enthusiasm about the program, youth development, healthy living and social responsibility, along with a strong desire to make a positive impact in the lives of others is essential.

General Skills & Abilities: The general responsibilities include but are not limited to the following:

- Provide the leadership for an afterschool program at a designated elementary or junior high school.
- Oversight and completion of paperwork for the program budget and the given grant requirements.
- Collect and analyze data that will assist in the preparation and organization of grant reports. Prepare and submit reports required by an afterschool federal grant.
- Attend and participate in weekly management meetings.
- Conduct weekly planning/staff meetings.
- Lead activities for students that attend the YMCA afterschool

programs in the Ogden area. Activities are aimed at increasing student's academic, social, physical, and emotional well-being.

- Supervise several program leaders.
- Create/organize and supervise club activities, field trips and tutoring and homework.
- Maintain appropriate student and family records and files (attendance, incident logs, behavior reports, progress reports, etc.).
- Provide a positive role model for students.
- Build and enhance relationships with school personnel and community partners.
- Interact and inform parents of students' progress and community resources.

High School Diploma required - BS or BA degree preferred. Must be at least 21 years of age. Previous experience in child-care, youth development and/or recreation or other related fields of experience is preferred. Very organized and reliable. Demonstrated success in an independent work environment. Computer proficient in Word and Excel. Spanish speaking a plus.

Other Information:

Located in the Ogden City School District, the YMCA afterschool program engages a diverse population of students in grades K-9, in a wide range of academic, social and physically enriching activities that focus on the YMCA core values of caring, honesty, respect and responsibility. Daily activities include homework and tutoring, outside/physical activity time, snack time, and enrichment activity/club time. Club topics include but are not limited to sports, games, computers, healthy education, literature, math, multicultural awareness, arts and crafts, cooking and much more. Students are able to interact with positive role models through dedicated staff members that truly take an interest in them and their development.

You can find out more about The YMCA and our Weber County programs at: www.ymcautah.org.

Application Process:

External candidates must complete the [YMCA Job Application](#) (please print out the application). In addition to your application, please include a current resume and letter of interest stating any skills, certifications, knowledge or experience that would qualify you for this position. Current YMCA staff must submit a letter of interest stating your skills and knowledge that would qualify you for this position along with an updated resume. Please e-mail all documents to Logan Allen, STEM Program Manager, at lallen@ymcautah.org.