



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA OF THE NORTHWOODS**

Job Title: Rhinelander School Age Coordinator

FLSA Status: Non-Exempt

Revision Date: 7/25/2022

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### **POSITION SUMMARY:**

Under the direction of the Program Director or Executive in charge, the Lakeland Region Site Director, in harmony with the Christian nature and Mission of the YMCA shall be responsible for the academic, social-emotional growth and development, and well-being of children under their specific care within the Lakeland area communities. Their role is to build relationships with and between; staff, members, volunteers, program participants and the communities the YMCA serves.

### **ESSENTIAL FUNCTIONS:**

1. On an on-going basis plan, conduct and evaluate daily program of developmentally appropriate activities and learning experiences for children. Create opportunities to meet the changing needs of the developing child.
2. Work with Lead and Assistant Teachers to formulate weekly written curriculum plan. Supervise and participate in daily activities of the classroom.
3. Provide frequent, positive and warm interaction with children. Utilize positive guidance techniques which promote self-esteem and personal growth for children.
4. Maintain developmentally appropriate environment that is safe, neat and inviting.
5. Adhere to all applicable DCF Licensing Rules for Wisconsin guidelines
6. Maintain effective parent relations by daily communications and ongoing documentation about child's development in the program. Conduct conferences with families about child's development in program.
7. Maintain accurate, complete and timely client and agency records; completes daily meal and attendance records, updates portfolios and children's files.
8. Act as a mandated reporter and conduct daily on-going health evaluations of children to ensure safety and well-being of each child, reporting conditions that require attention.
9. Provide ongoing orientation and on-site supervision of all personnel (including students and volunteers). Offering appropriate suggestions, and maintaining an atmosphere of teamwork and cooperation. Delegate job duties as appropriate. Assist with management of staff time, staff/child ratios and daily classroom schedule. Maintain open and clear communication with management staff.
10. Actively participant in meetings, in-services, center activities and special events. Contribute knowledge and guidance.
11. Annually complete 25 hours (full time) or 15 hours (part time) of continuing education as stipulated by state licensing and YoungStar
12. Maintain updated entries to the Registry of Wisconsin and work to continually improve quality of programming per YoungStar guidelines.
13. Support YMCA Day Camps at various locations.
14. Perform all other duties as assigned.

### **SKILLS AND QUALIFICATIONS:**

1. Be at least 21 years of age
2. Have completed high school or its equivalent
3. Have at least one year of experience as a manager or a satisfactory completion of a DCF approved course in business or program administration.



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4. One year of experience as a center director a child care teacher in a group care center or kindergarten, or as a licensee of a family child care center or satisfactory completion of a DCF approved course.
5. Thorough knowledge of age developmental patterns, needs, and developmentally appropriate practices.
6. Effective verbal and written communication skills, along with the ability to effectively implement and share knowledge with staff.
7. Working knowledge of DCF 251 Licensing Rules for Wisconsin
8. Certification in First Aid and CPR or the ability to attain within 30 days of hire.
9. Participate in 25 hours (full time staff) or (15 hours part time staff) of continuing education per year to maintain licensing certification.
10. Ability to easily move through all areas of the childcare space
11. Able to lift and carry up to 50 pounds; sit on floor without back support and return to a standing position; walk 2-3 miles per day; run, jump, reach, bend, crawl, twist, balance, all in the process of carrying out activities and providing care of children throughout shift
12. Maintain concentration, focusing on multiple tasks simultaneously
13. Manage time effectively and meet deadlines
14. Knowledge of YoungStar quality guidelines and ability to meet them.

#### **EFFECT ON END RESULTS:**

1. Effective relationship building that manifests into personal relationships with other members, staff, volunteers, families.
2. Works well with other staff to promote YMCA values
3. Models the YMCA mission and values while on the job
4. Maintains and grows high quality programs for participants

#### **PHYSICAL DEMANDS.**

1. Ability to perform all physical aspects of the position; including lifting/carrying 50 pounds, walking, standing, bending, reaching, lifting techniques and spotting skills.
2. Ability to speak, see and hear.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand and mutually accept the above descriptions to the job to be performed.

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Rhineland School Age Coordinator

Date