



YMCA OF SOUTH COLLIER

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

JOB TITLE: YMCA READS! Site Coordinator

REPORTS TO: Youth Development Manager

CLASSIFICATION: Full-time/ Hourly

LAST REVISION: July 10, 2020

Program Description

YREADS is an after-school reading assistance and mentoring program providing opportunities for at-risk and low-income children in kindergarten through fourth grade to develop the reading skills they need to succeed in school.

Responsibilities

- Plan and implement appropriate daily lesson/mentoring plan and support volunteers/mentors in carrying out activities.
- Program management, as well as literacy skills, volunteer recruitment and retention.
- Manage volunteer recruitment training for YMCA READS! Program volunteers/mentors.
- Establish community and corporate relationships in order to promote the program
- Organize and present events and activities aimed at volunteer/mentor retention and appreciation.
- Develop plans for Family Nights and communication to encourage family support of the program objectives and to build strong families.
- Form relationships with principal, guidance staff and reading specialists at program school sites to promote a team approach to youth mentoring.
- Prepare or help prepare budget and ensure operations are within the approved budget. Maintain accurate records.
- Ensure all governmental, YMCA, and organizational records and reporting requirements are in compliance.

EXPERIENCE/PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

- Knowledge of marketing and volunteer development.
- Have administrative abilities and be detail oriented.
- Possess excellent verbal and written communication skills.
- Experienced in childcare management or school age literacy.
- Experienced in volunteer recruitment, training, and retention.
- Ability to interpret, adapt and apply guidelines and procedures.
- Ability to work independently and utilize initiative, ability to be organized and to meet deadlines with minimal reminders
- Work to continue personal competency through education, outside literature,

seminars, etc.

- Computer experience in a Windows environment, Microsoft Office (Excel, WORD).
- Successfully complete State of Florida Criminal History Background Check requirements as well as meet the Association's policies on background screening.
- Possess a Florida driver's license.

Personal Qualities

- Willingness to carry out the mission of the YMCA and its programs
- Able to work as a team member and leader
- Able to work with a diverse group of people
- Possess a conviction about the capacity of people to grow and change
- Ability to forge mutually respectful partnerships with persons served
- Possess qualities which enable staff member to work well with children, such as: capacity to give and receive appropriate affection, sensitivity, flexibility, emotional maturity, ability to work with frustration and conflict, a sense of humor and the capacity to respect persons with differing lifestyles and philosophies
- Professional appearance and behavior
- Able to prioritize and meet deadlines
- Able to research and analyze
- Able to maintain confidentiality
- Positive attitude
- Must be a self-starter, with high energy and a positive attitude
- Adhere to drug/alcohol/smoke free workplace policy

EDUCATION/EXPERIENCE:

Bachelor's degree in elementary education, desirable. Minimum 1-2 years' experience in education, volunteer development, marketing, public relations, problem solving and mentoring.

Supports the Mission, Vision and Direction of the YMCA:

Understands and supports the mission of the YMCA; displays the YMCA values of Caring, Honesty, Respect and Responsibility as well as displays flexibility and the ability to accept change. Is willing to try new methods and make suggestions. Shows a strong commitment to the YMCA, conveys enthusiasm for the YMCA and for his/her work.

Builds Community:

Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fund-raising in achieving the YMCA mission.

Provides a Quality Experience for Members, Participants, Internal Customers and Others:

Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates

action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.

Works Productively:

Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within agreed upon timeframes; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.

Uses Effective Personal Behaviors/Communicates Effectively:

Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonably related business duties if requested by the supervisor. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

Employee Signature

Date

Supervisor Signature

Date