



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

## **YMCA of the Palouse Head Site Coordinator For Before/After School Care, and Enrichment Programs offered at Pullman Community Montessori Charter School.**

Report to: Director of Operations and Programs

Date written: 6/27/2021

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### **Summary of Position:** (Part-Time 28 - 30 hours/week)

Under the oversight of the Director of Operations and Programs, the Head Site Coordinator will be responsible for leading a team of youth development staff in organizing and implementing a high-quality program of YMCA of the Palouse's before school, after school, day camps and Wednesday Enrichment program at Pullman Community Montessori Charter School for youth ages 5 to 12. Applicants must meet all qualifications listed below and **MUST BE AVAILABLE** Monday through Friday from 7:30-6:00 pm along with half day and full day shifts throughout the school year during curriculum/conference days and school holidays.

Possible start date: July 12, 2021 for program development and staff training.

Salary: \$16 per hour

### **Job Duties**

- Serve as the Lead Site Coordinator in developing, organizing, and implementing a high-quality before and after school program at Pullman Community Montessori Charter School. Oversight of Youth Development Staff, program assistants and volunteers.
- In partnership with the Pullman Community Montessori Charter School, develop the Wednesday Half Day Enrichment Program scheduled throughout the school calendar year. With oversight of youth development staff, program assistants, and volunteers, implement the Wednesday enrichment program.
- Assist Director of Operations and Programs in selection and hiring process of youth development staff and volunteers when possible.
- Assist the Director of Operations and Programs with staff evaluations.
- Under the oversight of the Director of Programs, develop and implement various programs and events as assigned.
- Responsible for ordering and delivering snacks for after school and day camp programs.
- All other duties as assigned.

### **Qualifications:**

- Must be 18+ years of age or older
- 2 years of experience in childcare, education, youth development or equivalent preferred.
- Must be CPR/First Aid and AED certified or obtain certification prior to start date.
- Must submit proof of Washington Food Handlers Card.
- Must pass Pullman Community Montessori Charter School required background check. Applicant will be responsible for cost of background check.

Visit our website at [palouseymca.org](http://palouseymca.org) or our office at 105 NE Spring St. Pullman, WA, for an Employment application and information. Interested applicants must also submit a current cover letter and resume.

#### **YMCA of the Palouse**

105 NE Spring Street | Pullman, WA 99163

P 509 332 3524 | [www.palouseymca.org](http://www.palouseymca.org)

