



GREATER JOLIET AREA YMCA POSITION DESCRIPTION

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Note: This description is to be considered a starting point for the POSITION which may be adjusted from time to time with the agreement of the employee but is not to be considered as part of a CONTRACT between the YMCA and the EMPLOYEE.

POSITION TITLE

SITE COORDINATOR

NUMBER

21-311

WAGE

DATE

2/13/2006

LOCATION:

ALL CENTERS

Arts Ed Center

Smith

C.W. Avery

Central City

Galowich

Metro

DESCRIPTION of POSITION

RESPONSIBLE FOR THE SAFETY AND SECURITY OF ALL CHILDREN UNDER YOUR SUPERVISION.
RESPONSIBLE FOR PROVIDING LEADERSHIP FOR BEFORE AND AFTER SCHOOL YOUTH PROGRAM FOR CHILDREN AGES 6-12 YEARS OF AGE.
POSITION INCLUDES BUT IS NOT LIMITED TO: DEVELOPING CHALLENGING, ACTIVE DAILY ACTIVITIES FOR GROUPS OF CHILDREN, COORDINATING ALL FIELD TRIP REGISTRATIONS AND PERMISSION SLIPS, MAINTAIN ALL SIGN IN AND OUT AS WELL AS ATTENDANCE SHEETS, PROCESS STAFF TIME CARDS AT TND OF EACH PAY PERIOD. PROVIDE STRONG SUPERVISION AND LEADERSHIP TO STAFF COUNSELORS AT SITES.

PROMOTE THE GOALS AND OBJECTIVES OF THE YOUNG MEN'S CHRISTIAN ASSOCIATION

EDUCATION and/or SPECIAL TRAINING / CERTIFICATION REQUIREMENTS:

- | | |
|---|---|
| <input checked="" type="checkbox"/> HIGH SCHOOL DIPLOMA | <input type="checkbox"/> AQUATIC CERTIFICATION |
| <input type="checkbox"/> ASSOCIATE DEGREE | <input type="checkbox"/> REGULAR DRIVERS LICENSE |
| <input type="checkbox"/> BACHELORS DEGREE | <input type="checkbox"/> COMMERCIAL DRIVERS LICENSE |
| <input type="checkbox"/> MASTERS DEGREE | <input checked="" type="checkbox"/> CODE OF CONDUCT REVIEW W/ SUPERVISOR |
| <input checked="" type="checkbox"/> CPR / AED CERTIFICATION | <input checked="" type="checkbox"/> OTHER <u>CUSTOMER SERVICE AND CHILD SEXUAL ABUSE PREVENTION</u> |
| <input checked="" type="checkbox"/> FIRST AID CERTIFICATION | |

ITEMS BELOW INDICATED WITH A LETTER ARE REQUIREMENTS OF THIS POSITION:

If you do not believe you can meet any one or more of the ITEMS **Do Not Sign** this page and ask the person interviewing you if ACCOMODATION(S) can be arranged.

- | | | |
|--|---|---|
| <input type="checkbox"/> HEAR WITHOUT AIDS | <input type="checkbox"/> WORK WITH CHLORINE / ACID | <input checked="" type="checkbox"/> WORK AT COUNTERS OVER 48 IN. HIGH |
| <input checked="" type="checkbox"/> SPEAK CLEARLY | <input checked="" type="checkbox"/> WORK IN HIGH HUMIDITY | <input checked="" type="checkbox"/> SET UP GYMNASTICS/PROGRAM EQUIP. |
| <input checked="" type="checkbox"/> SPEAK LOUDLY (Warn of Danger) | <input checked="" type="checkbox"/> WORK IN TEMP. OVER 80 DEGREES | <input checked="" type="checkbox"/> WORK WITH NOISE OVER 50 DECIBELS |
| <input checked="" type="checkbox"/> READ/WRITE ENGLISH | <input checked="" type="checkbox"/> WORK IN TEMP. UNDER 35 DEGREES | <input checked="" type="checkbox"/> WORK WITH KIDS UNDER 6 YRS. OLD |
| <input type="checkbox"/> READ/WRITE SPANISH | <input checked="" type="checkbox"/> WORK IN POLLEN ATMOSPHERE | <input checked="" type="checkbox"/> WORK WITH CHILDREN OVER 6 YRS. OLD |
| <input checked="" type="checkbox"/> 20/20 WITH or W/O LENSES | <input checked="" type="checkbox"/> WORK IN SUN LIGHT | <input checked="" type="checkbox"/> WORK WITH SENIOR CITIZENS |
| <input checked="" type="checkbox"/> SMELL (Smoke, Chemicals, Etc.) | <input type="checkbox"/> USE CAUSTIC CHEMICALS | <input checked="" type="checkbox"/> ABLE TO Direct and/or Plan Activities of Others |
| <input checked="" type="checkbox"/> BEND / STOOP / TWIST | <input checked="" type="checkbox"/> WORK IN AIR CONDITIONING | <input checked="" type="checkbox"/> ABLE TO Influence people |
| <input checked="" type="checkbox"/> PUSH / PULL | <input checked="" type="checkbox"/> WORK IN NON-AIR CONDITIONING | <input checked="" type="checkbox"/> ABLE TO Work Effectively Under STRESS |
| <input checked="" type="checkbox"/> WALK | <input type="checkbox"/> TYPE 20 WORDS PER MINUTE | <input checked="" type="checkbox"/> ABLE TO Work Under Specific Instructions |
| <input checked="" type="checkbox"/> CLIMB / BALANCE | <input type="checkbox"/> TYPE 40 WORDS PER MINUTE | <input checked="" type="checkbox"/> ABLE TO Make Good Judgements & Decisions |
| <input type="checkbox"/> CLIMB STAIRS OVER 30FT. | <input type="checkbox"/> USE A COMPUTER OVER 6 HRS./ DAY | <input type="checkbox"/> ABLE TO Execute Proper Sports Signals |
| <input type="checkbox"/> LIFT 25 LBS. | <input checked="" type="checkbox"/> OPERATE VIDEO / ELECTRONIC EQUIP. | |
| <input checked="" type="checkbox"/> LIFT 50 LBS. | <input type="checkbox"/> OPERATE POWER TOOLS/MOWERS Etc. | |
| <input type="checkbox"/> LIFT OVER 50 LBS. | <input checked="" type="checkbox"/> OPERATE EQUIP. (Press, Copiers, Etc.) | |
| <input checked="" type="checkbox"/> WORK IN CHLORINE AREA | | <input type="checkbox"/> SPECIAL REQUIREMENTS: |

MUST MAINTAIN CURRENT LIFEGUARD CERTIFICATION AND COMPLETE SPECIAL CERTIFICATION PROGRAM FOR 17 YR OLDS

APPLICANTS NAME (Printed) _____ DATE _____

I HAVE READ AND UNDERSTAND THIS POSITION DESCRIPTION AND I BELIEVE I AM CAPABLE AND QUALIFIED TO HANDLE THE POSITION AS PRESENTED. **SIGNED:** _____