



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SACC COORDINATOR JOB DESCRIPTION

Job Title: **SACC Coordinator**

FLSA Status: Non-Exempt Full-Time

Reports to: Senior Child Care Director

Revision Date: 10/18/2021

POSITION SUMMARY:

The School Age Child Care Coordinator serves as a coordinator for Susquehanna School District sites and works as a supervisor for the School Age and Summer Camp programs.

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate "Youth Protection Policy for Personnel and Volunteers" statement and abide by it.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

KNOW HOW:

This position is primarily concerned with providing School Age Child Care programs for children. This job requires a two- or four-year degree in early childhood or elementary education, child development, or another human service field and one year experience; or, a college degree in another area of interest and three years of experience in a Child Care program.

PRIMARY ACTIVITIES:

1. Hires, trains, and supervises all SACC and Camp staff for assigned sites. Holds monthly staff meetings.
2. Schedules staff and prepares staff coverage when shortages occur at assigned sites.
3. Responsible for assisting the Child Care Coordinator in ensuring that all delinquent accounts at assigned sites are paid in full or handled appropriately.
4. Must be easily accessible by phone or in person during all hours that children are in care and child care staff members are on duty.
5. Works as a part of the Child Care Administrative staff to provide information about all Child Care programs to perspective clients.
6. Ensures that all assigned sites meet Department of Human Services requirements by comprehensively knowing and adhering to all necessary regulations and by maintaining all staff and child files.
7. Communicates with families at assigned sites regularly through monthly newsletters, telephone calls, or face-to-face meetings as needed.
8. Serves as a representative of the YMCA in all contacts with school personnel, camp site officials, parents, and staff. Is in contact with school personnel regularly; deals with any conflict quickly and fairly.



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9. Travels to all assigned locations to observe and evaluate staff. Observations must be done for each SACC staff person monthly and each camp counselor every three weeks. Formal written evaluations must be done twice each school year and once each summer.
10. Will deliver all supplies, snacks, files, newsletters, etc.
11. Obtains 12 clocked hours of approved Child Care training during each year of employment, three of which must be in an area of administration; as well as other DPW required trainings.
12. Communicates with Senior Program Director and keeps him/her informed of all pertinent information.

SECONDARY ACTIVITIES:

1. Understands the financial limitations of the program and keeps expenses in line.
2. Purchases and prepares snacks for distribution.
3. Purchases and inventories all necessary supplies
4. Ensures the development of craft activities for all SACC and Camp sites.
5. Contacts SACC staff regarding school closings and school delays/early dismissals.
6. Contacts parents of children enrolled in afternoon SACC regarding early dismissals.
7. Ensures the maintenance and cleanliness of all assigned SACC and Camp sites.
8. Assists in Camp bus and field trip schedules as needed.

SIGNATURE:

I have reviewed and understand this job description. I agree to fulfill my responsibilities as a SACC Coordinator in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

Employee Name

Employee Signature

Date: _____