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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HARRISBURG AREA YMCA JOB DESCRIPTION

Job Title: **Child Care Coordinator**

FLSA Status: Full-Time Exempt

Leadership level: Team Leader

Salary Range: Hay Plan 391

Reports to: Association Director of Early Childhood Education

Revision Date: 08/27/2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Director of Human Resources at the Harrisburg Area YMCA oversees the development and implementation of talent management/human resources policies, plans and services, including recruitment, selection, legal compliance, employee benefits, compensation, and employee relations.

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.

ESSENTIAL FUNCTIONS:

- Acts as a classroom Assistant Group Supervisor/Group Supervisor where assigned.
- Assists with the day-to-day operations of the Child Development programs, including but not limited to: scheduling, handling parental concerns, and the safety and security of all children and staff if School Age, Day Care, Preschool, and/or Camp programming.
- Recruits, hires, trains, develops, schedules, and directs personnel as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
- Ensures completion of administrative tasks that support the department, including maintaining DHS-compliant staff records, inspection preparation, enrolling children, preparing parent communications, and ensuring accurate and timely payment on accounts.
- Assists with the development and implementation of daily routines and program procedures, helping to ensure high-quality programs.
- Monitors assigned program areas and equipment, ensuring the physical environment meets safety standards.
- Availability in the early mornings and evenings to ensure program delivery.
- Inventories supplies and follows procedures for ordering, including furnishing appropriate back-up, approvals, and budget limitations.
- Attends all required trainings and meetings.
- Fulfills Pennsylvania hiring standards, required credentials, and completion of YMCA program-specific certifications.
- All other duties as assigned

QUALIFICATIONS:

- Must qualify as DHS Group Supervisor under one of the following:

  - A Bachelor's Degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field.
  - A Bachelor's Degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and one year of documented experience with children.
  - An Associate's Degree from an accredited college or university in early childhood education, child development, special education, elementary education, or the human services field and two years of documented experience with children.
  - An Associate's Degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education, or the human services field and three years of documented experience with children.
- Minimum of five years of experience with School Age and/or Early Learning preferred.
- Ability to relate effectively to diverse groups of people from all social and economic segments of our community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.
- While performing the duties of this role, the employee will regularly use a computer and phone or smart device for extended periods and must be able to communicate effectively through both.
- The employee is frequently required to sit, reach, and move throughout the work environment, including classrooms and office spaces.
- The employee must be able to lift and/or move children and equipment weighing up to 40 pounds.
- Visual acuity must include the ability to see both near and far, and to adjust focus as needed.
- The noise level is typically moderate but may be higher at times due to interactions with children and classroom activity.

COMMITMENT TO CHILD SAFETY:

As a youth-serving organization, all staff members 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.

Supervisors and administrators will:

- Follow employee and volunteer screening requirements and use screening instruments to screen for abuse risk.
- Provide employees and volunteers with ongoing supervision and training related to abuse risk.
- Provide employees and volunteers with regular feedback regarding their boundaries with consumers.
- Require employees and volunteers to adhere to policies and procedures related to abuse risk.
- Respond quickly to policy and procedure violations using the organization's progressive disciplinary procedures.
- Respond seriously and confidentially to reports of suspicious and inappropriate behaviors.
- Follow mandated reporting requirements.
- Communicate to all employees and volunteers the organization's commitment to protect their consumers from abuse.
- Report essential abuse risk management information to the Board of Directors.

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BENEFITS:

Health insurance, dental insurance, vision insurance, paid time off, retirement plan, select program discounts, and free Harrisburg Area YMCA Family Membership.

SIGNATURE:

This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned. This job description may be modified when appropriate by Human Resources.

I have reviewed and understand this job description. I agree to fulfill my responsibilities as Child Care 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: _____