

Cordova Community Medical Center

Job Description

Youth Programs Coordinator

Job Title:	Youth Programs Coordinator	Status:	Full time
Supervisor:	Director of Community Programs	Pay Grade:	DOE
Department/Division:	TBD	Classification:	Exempt

POSITION SUMMARY

The CCMC Youth Programs Coordinator is a supervisory leadership position designed to develop and implement youth programs housed within CCMC. The position reports to the Director of Community Programs and will be responsible for developing and implementing high quality youth programs that enhance the wellness of our employees and the community by providing a safe, positive and nurturing environment for children. The Program Coordinator will develop these programs' principal structure, researching both State of Alaska regulations and licensing options. This position will oversee the daily activities of the programs, serve as a mentor during programs and will be directly interacting with children on a regular basis. This position will supervise staff involved in the programs and will oversee schedules, trainings, and evaluations of those staff.

ESSENTIAL RESPONSIBILITIES

- Work with CCMC administration team to develop and administer comprehensive full day childcare development program that will provide children and families with quality services that meets the needs of working Cordova families in compliance with regulations.
- Research and become familiar with State of Alaska regulations and licensing requirements
- Responsible for ensuring requirements of physical programming space are met and maintained
- Assists with grant applications and grant management to support program
- Curriculum development and preparation of educational materials and activities for quality youth programming
- Serve as the lead mentor and teacher during youth programs.
- Oversees general administrative requirements such as program registration, coordination, payments and record keeping, budget for childcare program
- Attend and participate in community coalitions and work groups focused on childhood development and childcare issues
- Collaborate with community partners on initiatives and programs that support the health and wellness of children in our program and the community.
- Attend trainings for licensing, early childhood development trainings and professional development activities.
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Other duties as assigned to this position

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

Skills & Abilities

- Must love working with children and families
- Skills and experience in working with children
- Above average customer service and interpersonal skills
- Above average skills in planning and organizing
- Above average verbal and written communication skills
- Strong organizational skills
- Ability to work independently with minimal supervision
- Ability to be flexible and react appropriately to changing priorities
- Ability to lead, train and motivate people
- Willingness to attend further education, trainings or certifications related to early childhood development
- Willingness to maintain semi-flexible work hours, which may include some from home

Required Knowledge

- General knowledge of typical office technologies such as computers, printers and typical office software.
- Above average knowledge of childhood development, parent-child relationships, and early childhood education practices
- Knowledge of grant and fiscal management not required but beneficial

QUALIFICATIONS

EDUCATION:

GED or HS diploma required. Child Development Associate (CDA) Certification or associate degree preferred. If CDA not held, intent to complete within 6 months required.

EXPERIENCE: Minimum, three (3) years experience working with children in a school, childcare, summer camp or after school training preferred.

REQUIREMENTS: Must possess a valid, current license in this state. Must be able to read, write and speak the English language. Must possess the ability to make independent decisions when circumstances warrant such action. Have the ability to be tactful and polite with personnel, residents, family members, visitors, government agencies, and the general public. Must possess leadership and the willingness to work harmoniously with professional and non-professional personnel. Ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, procedures, etc., Must function independently, have flexibility, personal integrity Willing to complete a minimum of 24 hours of professional development annually per regulations.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DHSS Criminal History Check and Drug Test
Must be current on all immunizations

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Youth Programs Coordinator

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Print Name

Supervisor Signature

Date