



THE FAMILY YMCA

Job Description

Job Title: iCARE Coordinator	
Reports To: Adventure Program Director	Business Unit:
FLSA Status:	Home Cost No: Jan-May/Aug-Dec 05040506; May-July 05040104; August 05040203
Job Type: Part Time, avg 8-10 hours per week during school year; up to 32 hours per week during June/July; up to 40 per week in August	Pay Range: \$10 - \$12 DOE

Job Summary

The person selected for this position will be responsible for working with the Adventure Programs Director to ensure the successful administration, development, budgeting and marketing and on-site staffing and delivery of iCARE Wednesdays, iCARE Adventures on the Pajarito Plateau, and iCARE Camp. This person is responsible for continuous high-quality customer service, which includes, but is not limited to meeting internal and external customer needs, and for presenting a positive attitude toward the YMCA, its staff, and its programs.

Essential Functions/Job Duties

- Assist the Adventure Program Director and Coordinator with administration, development, scheduling, budgeting and marketing of all iCARE Programs
- Maintain binders and folders for all iCARE participant paperwork
- Work with iCARE staff to coordinate/plan/implement meaningful environmentally-related activities and field trips for all iCARE programs
- Communicate with iCARE Participants' parents via e-mail (weekly basis) and phone calls (as necessary)
- Purchase snacks/supplies for iCARE programs as necessary
- Supervise iCARE staff and volunteers
- Work with Adventure Program Director and Coordinator to manage duties related to the scheduling of iCARE staff and volunteers
- Work with the Adventure Program Director and Coordinator to create marketing material for iCARE programs
- Work with iCARE staff and parents to collect program evaluation data
- Uphold safety and Child Protection standards for all iCARE activities and programs
- Represents the YMCA throughout the community
- Attend staff meetings and other meetings and trainings as required
- Maintain a professional appearance and manner reflective of YMCA standards.

Job Specifications

Education: Degree in environmental education or related field preferred and/or equivalent job experience.

Experience:

Experience working with age group 5-11 preferred. Experience/background in environmental/ecological education and programming preferred. Must be highly motivated, possess strong organizational skills and be willing to work as part of a team. Must be at least 21 years old with a valid Driver's License. Must be able to attain CPR and First Aid certifications and pass a background check. Must have experience coordinating and administering youth programs/education. Must have experience and competency with Microsoft office (Word, Excel, and other programs).

Desired:

- Marketing experience
- Program development
- Supervisory experience

Must have the ability to:

- supervise others;
- work a flexible schedule to meet program staffing/planning needs;
- plan and organize work in a timely manner to meet deadlines;
- develop and coordinate well-supervised, high-quality programs;
- exercise mature judgment and sound decision making;
- communicate effectively both orally and in writing; and,
- learn, follow and enforce local Y and national guidelines related to internal policies.

Physical Requirements:

- Lift 40 pounds using proper technique;
- Must be able to safely operate a motor vehicle;
- Must have adequate vision to review documents and computer screens and adequate hearing to respond to members and interact with the public.

Desired End Result:

The iCARE Coordinator will present a competent and positive image of The Family YMCA through the professional and safe coordination of all iCARE programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

Job Description Reviewed & Understood:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____