



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

The YMCA of San Benito County has a job opening for an ASES Coordinator. Under the direction of the Program Director, the ASES Coordinator provides direct leadership to the programs in the areas of camp and Afterschool programs. The ASES Coordinator will manage the accomplishment of goals and objectives for Administration, Fiscal Management and Program Development. This is a part-time non-exempt position. Pay rate is \$15.00 - \$17.00 per hour.

ESSENTIAL DUTIES and RESPONSIBILITIES

I. ADMINISTRATION

- Works within the plan set by the Program Director to plan, implement, supervise, lead, facilitate and/or participate with enthusiasm in youth activities which result in personal growth for program participants.
- Provides direct leadership to assigned programs, working to provide a safe, caring, stimulating environment for participants and YMCA staff.
- Works with Program Director to order, distribute and maintain inventory of necessary program supplies.
- Produces monthly written curriculum, snack menu and staff schedule, including adjustments for teacher work days, early dismissal, staff meetings and training.
- Assists the Program Director with setting appropriate physical and behavioral limits. For behavior of staff and participants. Effectively deals with negative participant behavior without physical or abusive verbal punishment. If such behavior continues, monitors and records such behavior. Immediately reports any consistent or extreme behavior problems to the Program Director.

II. HUMAN RESOURCES

- Works with the Program Director on staff performance reviews, setting and monitoring accomplishments of staff performance standards and conducting 1-to-1 supervisory meetings.
- Work with Program Director to recruit, hire and retain staff.
- Conducts branch related training for all Afterschool program staff designed to increase awareness of and compliance to established national YMCA Program Standards.
- Works with the Program Director and the Central Coast YMCA Program Task Forces to develop and implement a standardized orientation process for all staff in departments under their supervision.
- Ensures accurate completion and submission of all-time records for staff under their supervision.

III. FISCAL MANAGEMENT

- Keeps monthly and annual budgeted expenses related to staff and supplies within limits.
- Maintains inventory of and orders supplies for Afterschool programs.
- Follows procedure provided by the Program Director.

IV. PROGRAM DEVELOPMENT

- Manages the development, distribution, collection and analysis of participant evaluations to measure satisfaction in program. Uses information from program evaluations to improve program effectiveness, involving staff, parents and participants.
- Works with the Program Director to develop new programs for youth.
- Communicates with participants and parents of participants over behavioral and logistical issues.
- Assesses needs and ensures that program objectives are met.
- Maintains current and accurate records on enrollment, attendance, behavioral concerns, payment contracts and emergency forms for each participant prior to and throughout participation.
- Assists with developing, promoting and conducting in activities to involve families of program participants.

V. GENERAL

- Arrives on time for scheduled work shifts and performs work duties the entire shift.
- Substitutes for program staff when needed.
- Works with the Program Director to develop and follow a plan for professional development.
- Aids in membership retention by providing friendly, caring service to members, participants, volunteers and other staff members.
- Refers anything that appears out of the ordinary to the Program Director.
- Reports all accidents to Program Director, without exception.
- Follows all Central Coast YMCA and branch policies and procedures.
- Acts in a safe and acceptable manner, follows established safety procedures, uses appropriate safeguards, and observes common sense rules of safety in all on-the-job activities. Ensures coworkers and participants do the same.
- Conducts self in a manner that reflects credit on the Central Coast YMCA and encourages others to do the same.
- Helps to set-up and clean-up for projects, activities, meals and any other housekeeping duties as assigned.
- Serves as a positive role model and provides, by example and leadership, motivation and direction to all Central Coast YMCA participants.
- Embraces the asset-building approach to healthy youth development and incorporates asset development into all aspects of their work.
- Develops positive relationships with families of participants through consistent,

professional communication.

- Attends, participates and promotes site staff participation in branch and association-wide staff training events.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Associate Degree; two-year related experience and/or training in related recreation, leisure services or related field with emphasis on youth programs; or equivalent combination of education and experience which provides the desirable knowledge, skills and abilities.
- Demonstrated ability to lead, facilitate and participate in engaging activities.

LANGUAGE SKILLS: Must have:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals using commonly accepted business writing techniques and appropriate grammar.
- Ability to effectively present information and respond to questions from supervisors, coworkers, volunteers, members, donors and the general public.

MATHEMATICAL SKILLS:

- Ability to apply basic mathematical concepts.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Must possess the ability to make sound independent decisions when circumstances warrant.

OTHER SKILLS, REQUIREMENTS, ABILITIES AND PERSONAL CHARACTERISTICS: MUST HAVE OR BE:

- At least 21 years of age is recommended.
- Ability and willingness to work as a team member.
- Well organized and possess excellent telephone communication skills.
- Working knowledge of efficient filing systems, office machines and equipment.
- Extensive experience of advanced features of computer applications, including: word-processing, relational databases, spreadsheets, graphics and extensive knowledge of the Internet. Experience in the following computer programs: Word, WordPerfect, Excel, Publisher, Outlook and Access.
- Able to set and meet deadlines.
- Enthusiastic, dependable and a sense of humor.
- Willing to follow directions and take initiative.
- Understanding of the YMCA mission and a willingness to demonstrate the core values of caring, honesty, respect and responsibility in interactions with youth,

staff and parents.

- Even-tempered and able to adjust tasks in accordance with changing priorities.
- Interest in and ability to interact with youth and have a positive impact upon them.
- Possess current CPR and First Aid Certification.
- Live Scan Clearance or Background check.
- Completed pre-employment health screening and TB test.
- College transcripts with applicable ECE units if applicable.
- A neat, clean appearance. Other than the conservative use of earrings, visible body piercings are unacceptable. Visible pierced tongues are not allowed.
- Must pass a background screening.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk and sit; use hands to finger, handle or feel objects, tools or controls; stoop, kneel, crouch or crawl. Also required to climb, push and pull.
- Acts in a safe and acceptable manner, follows established safety procedures, uses appropriate safeguards and observes common sense rules of safety in all on-the-job activities. Ensures coworkers do the same.
- The employee must occasionally lift and/or move up to 35 pounds.
- The requirements of this job include using the computer approximately 30% of the working time.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

TO APPLY: Submit via email a cover letter, resume, and contact information for three professional references to: Amy Grames, Center Director, YMCA of San Benito County, agrames@ymcacentralcoast.org.

We are an equal opportunity employer.