



JOIN OUR TEAM!

DEPARTMENT/POSITION

Drop-In Child Care Coordinator

NUMBER OF OPENINGS

One

HIRING STATUS

Immediate

**POSITION RESPONSIBILITIES**

Supervise children in our Drop-In Child Care program, ensuring that each child has a safe and positive experience. Manage staff schedules, create programming, and offer additional support where needed and as assigned. Safely carry out program preparation and planning for two drop-in locations.

PRIMARY QUALIFICATIONS

Qualifications: Experience and confidence in working and communicating with both children and parents is required. Leadership or managerial experience is preferred.

Competencies: This position requires creativity, flexibility, caring, patience, and organizational skills. An understanding of working with children and families from diverse backgrounds along with a helpful, friendly, and outgoing personality is necessary. This position is expected to work independently to manage tasks and responsibilities within specific timelines, while also engaging positively with YMCA Members and Staff.

Physical Requirements:

Position requires employees to observe/evaluate groups of children by sight, sound, and active interaction. Must be able to easily move through all areas of the child care rooms and communicate effectively with children/adults. Must be able to routinely lift, carry and move children and program supplies (up to 50 pounds). Duties may include: walking, standing, crawling, playing games, sitting on the floor, and holding infants. Must be able to perform the physical functions necessary to safely and effectively lead programming and activities.

SCHEDULE

Approximately 20 hours per week with a flexible schedule during and around Drop-in hours which are:

Monday – Saturday, 8:35 a.m. to 11:45 a.m.

Monday – Thursday 4:00 p.m. to 7:30 p.m.

WAGE

\$12.50-\$13.50 per hour and includes a fully-paid adult YMCA membership.

ABOUT THE Y

At the Y, we work hard but have fun doing it! The Y is about youth development, healthy living and social responsibility. Employees describe working at the Y as family-friendly, supportive, welcoming, fast-paced, and meaningful. The Y is more than just a job; we are a cause to embrace, designed to serve our community. We are conveniently located within blocks of downtown Stevens Point, UW-Stevens Point, and Mid-State Technical College.

HOW TO APPLY

A fully completed Stevens Point Area YMCA Employment Application is required. Applications are available at the Member Services desk or online [here](#).

INQUIRIES

Contact BreAnn Constantineau, Member Services Director, at 715-952-9363.

STEVENS POINT AREA YMCA

1000 Division Street, Stevens Point WI 54481

P 715 342 2980 F 715 342 2987 www.spymca.org