



RACINE FAMILY YMCA JOB DESCRIPTION

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: School Achiever Site Coordinator
Locations: Knapp, Julian Thomas, Mitchell and Wadewitz
Supervisor: YLA Sr. Coordinator
Wage: \$9-10 per hour, 20-25 hours per week

Function

Under the direction of the Academy Site Administrator and the policies of the Racine Family YMCA, the School Achiever Site Coordinator will plan and lead academic and enrichment activities. Work involves planning daily activities, actively leading a variety of recreational and academic enrichment programs, working with other Site Coordinators as a team, assisting with field trips and enforcing School Achiever rules.

This is a seasonal part-time, non-exempt position.

Job Segments

- Supervises the School Achiever program year-around activities
- Recruits and holds orientation for persons interested in tutoring members
- Monitors and tutors the children in the after-school program
- Checks weekly progress reports
- Records attendance and other program related info in database (weekly)
- Coordinates field trips

Qualifications

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

- Associate Degree in Education or Human Services OR three (3) years experience supervising a non-profit program that works with at-risk youth.
- Must possess intercommunication skills
- Must possess excellent writing and interpersonal communication skills
- Must possess excellent organization and planning skills
- Must possess excellent computer skills (i.e., Microsoft Office and Excel)
- Must possess drivers license and an excellent driving history
- Must pass Criminal Background Check

Disclaimer:

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. This job description does not constitute a contract of employment and that the Racine Family YMCA may exercise its employment-at-will rights at any time.