



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

Job Title: **Family Engagement Coordinator**

FLSA Status: Non-exempt

Status: Part-time, 20-30 hr/wk

Department: Membership

Reports to: Membership Engagement Director

Revision Date: 3/9/2020

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Membership Engagement Director, the Family Engagement Coordinator will be responsible for programs that target households including family special events, events for youth, holiday events, party rentals, and managing the Clubhouse program, and drop zone. The essential functions will be carried out in keeping with the Goals and Mission of the Goldsboro YMCA, intentionally fostering a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

ESSENTIAL FUNCTIONS:

- Responsible for staff and budget management, communicating with parents, establishing procedures, and ensuring all programs in their area reflect the YMCA's commitment to child safety.
- Recruit, train, supervise, and evaluate staff and volunteers.
- Responsible for Prime Time program for 12 year-olds.
- Position requires the ability to work a flexible schedule, including day time hours, evenings, weekends, etc. based on needs each week.
- Carry out the mission and vision of the YMCA and demonstrate the YMCA values in all contacts with staff, members, members of the community, volunteers, and outside agencies. Collaborate with marketing team for program promotion.
- Perform other duties as assigned.

Clubhouse

The Family Engagement Coordinator is responsible for leading the development and operations of Clubhouse, which includes developing and maintaining a positive childcare staff team, working toward the same goals and with a vision of offering high quality, high value programs for members and participants.

- Develop innovative programs and structure for Clubhouse areas (Nursery and GAMES). Ensure programs are planned for Clubhouse participants on a weekly basis.
- Build the Clubhouse program as a "feeder" program to Day Camp and After School Childcare programs and Specialty Camps.
- Purchases and maintains supplies for activities.
- Develops and monitors Clubhouse program budget
- Provide management and oversight over Clubhouse staff. Hire, manage, on-board, supervise, and evaluate all Clubhouse staff and volunteers. Ensure staff members complete all Y trainings.
- Responsible for completing a staffing shift schedule, and payroll for each pay period.
- Work on Clubhouse schedule 1 day shift and 1 evening shift per 2 weeks, and fill in as needed.
- Be a point of contact for Clubhouse and family programs for members and staff.
- Manage Drop Zone registrations and usage.

FAMILY PROGRAMS

Develop and implement family programs which are offered on a regular basis for the YMCA, including Parent Nights Out, Flick-N-Floats, Saturday Night Teen Program, Family events, Holiday events, etc.

- Set up program registration in Daxko operating system
- Position will also be encouraged to develop new family programs that appeal to our constituents
- Work with marketing team to market programs
- Work within parameters of established budget
- Plan event with activities, adequate staff, snacks, etc.

LEADERSHIP COMPETENCIES:

- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y’s cause
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment
- **Fiscal Management:** Manages the Y’s resources responsibly and sustains the Y’s nonprofit business model
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations
- **Functional Expertise:** Executes superior technical skills for the role

QUALIFICATIONS:

- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Minimum 21 years of age
- High School Diploma or GED
- Minimum of 1 year related experience
- Ability to work with people from diverse backgrounds
- Strong management and organizational skills
- Knowledge of MS Office Suite
- Good interpersonal/communication skills
- Must demonstrate emotional maturity, well versed in conflict management/resolution and workforce readiness
- Confidentiality and safety procedures

Preferred

- Bilingual
- Associates Degree
- Previous managerial experience

WORK ENVIRONMENT & 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 use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- Must be able to communicate verbally with good voice projection

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____