

07/12/2018

**Energetic and Motivated Site Coordinators Wanted!!!**

**Interested in joining a team of child care professionals focused on fostering a safe, positive learning environment for children?**

**YWCA Young Wonders Youth Development is looking for energetic and caring individuals who enjoy working with children in a caring and fun-loving environment.**

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**JOB TITLE: YOUTH DEVELOPMENT (BEFORE AND AFTER SCHOOL) SITE COORDINATOR**

**RESPONSIBILITIES**

This position is responsible for planning educational activities for a diverse group of children ages 5-12, which includes embedding our mission of eliminating racism and empowering women, at the before- and after- school program throughout McLean County. This person will also be the point person to school personal should issues arise offsite. The Site Coordinator will be responsible for building and maintaining open communication with child care families, including relaying messages to parents regarding the billing of child care accounts. This person will need to be knowledgeable of DCFS regulations. Other duties will include opening and closing the building, ordering food and supplies, and cleaning the area.

**JOB REQUIREMENTS**

- Must meet the DCFS qualifications for site coordinator, including:
  - 30 semester or 45 quarter hours of credit from an accredited college or university with 12 semester or 18 quarter hours related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields and 750 clock hours of experience in a recreational program or a licensed day care center serving school-age children or in a license exempt school-age child care program operated by a public or private school
  - Or**
  - 1560 clock hours of experience in a recreational program or licensed day care center serving school-age children or license exempt school-age child care program operated by a public or private school and either 6 semester hours or 9 quarter hours of credit from an accredited college or university related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields.
- Must have a Bachelor's degree
- Experience teaching children helpful.
- Excellent communication and classroom management skills.

**WORK HOURS**

Part-time, Monday-Friday, 6:15 am–8:45 am and 2:30 pm–5:30 pm at Oakland, Washington, Bent, Sheridan, Stevenson, and Irving schools; and 2:30 pm – 5:30 pm at Colene Hoose School. Start date is August 20, 2018.

**TO APPLY**

Submit a YWCA employment application and transcripts to Human Resources. The position will be open until filled. Applications are available at YWCA administrative front desk (lower level) or can be downloaded from: [www.ywcamclean.org/jobs](http://www.ywcamclean.org/jobs)

Human Resources  
YWCA McLean County  
1201 N Hershey Road  
Bloomington, IL 61704

*The YWCA McLean County is an equal employment opportunity employer.*