

**YMCA of the Greater Tri-Cities  
JOB DESCRIPTION**

JOB TITLE: SACC Site Coordinator  
 FLSA TYPE: Non-Exempt  
 SALARY RANGE: \$15.00-\$17.00 per Hour

REPORTS TO: SACC Director  
 POSITION TYPE: Part-Time  
 DATE REVISED: 01/2020

**GENERAL FUNCTION**

Coordinates, supervises, and manages the School-Age Child Care (SACC) program to implement a high quality, developmentally appropriate child care program according to YMCA and Washington State guidelines.

**QUALIFICATIONS**

Must be 21 years of age or older	Current First Aid/CPR Training	YMCA Child Abuse Prevention (CAP) certification required*
30 or more ECE college credits. Child Development or related field	MERIT/STARS <ul style="list-style-type: none"> <li>▪ STARS 30-hour basic training within 30 days of hire</li> <li>▪ 10 hours of continuing STARS training each subsequent year</li> </ul>	Bloodborne Pathogens (HIV/Aids) Training*
TB test (up to 12 months prior to employment)		Orientation Checklist completed and signed*
Cleared Portable Background Check including fingerprints if required by DCYF		
Must be able to meet state licensing requirements for child care workers	Food Handlers Permit	
Two years or more experience working with children in an organized setting	Attend a department (DCYF) orientation	* Provided by the YMCA

**JOB REQUIREMENTS**

- Have demonstrated knowledge in:
  - Behavior management skills specific to school-age children
  - Program management skills
  - School-age child activity planning and coordinating skills
- Physical Requirements
  - Be able to lift 40 lbs
  - Be able to stand up to 95% of the day
  - Perform all activities with children (e.g. sit on the floor, run, jump, bend, kneel, etc.)
  - Participate in cleaning activities such as sweeping, mopping, wiping, etc.
  - Must possess the hearing and visual capabilities in order to supervise the children
- The site coordinator must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.

**PRINCIPAL ACTIVITIES**

1. Maintains site record keeping, including but not limited to attendance records, immunization records, registration information, incident reports, discipline records and fire evacuation records.
2. Supervises on-site personnel and volunteers as well as providing direct supervision of children.
3. Coordinates planning, implementation and evaluation of SACC programs.
4. Conducts site staff meetings.
5. Fosters positive relationships with staff, children, families, school personnel, and the community.
6. Facilitates daily activities utilizing staff, child and family input.
7. Follows YMCA policies and procedures, including those related to medical, disciplinary situations, child abuse prevention and emergencies.
8. Maintains safety and health standards by overseeing responses to medical and emergency situations.
9. Ensures that site supplies are maintained and stocked as necessary.
10. Maintains the daily cleanliness and safety of the site.

**EFFECT ON END RESULTS**

This position is responsible for following YMCA policies and procedures to work with both staff and customers to assure that the SACC program of the YMCA of the Greater Tri-Cities operates in a smooth and professional manner.

EQUAL OPPORTUNITY EMPLOYER

The YMCA of the Greater Tri-Cities is an Equal Opportunity Employer. The YMCA of the Greater Tri-Cities does not discriminate on the basis of race, creed, religion, color, sex, marital status, age, national origin or disability.

YMCA OF THE GREATER TRI-CITIES MISSION

Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We promote the four YMCA core values of caring, respect, honesty and responsibility. We build strong kids, strong families, strong communities. The Y is for youth development, healthy living, social responsibility.

DISCLAIMER

The position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or other position functions. The YMCA of the Greater Tri-Cities reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is "At-Will" and may be terminated at any time by the employee or the employer with or without cause or notice.

I have read and understand the above statements. I will perform the above duties to the best of my ability.

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Employee Signature

Date