KOSCIUSKO COMMUNITY YMCA

Job Title: Inclusive Childcare Coordinator

FLSA Status: Part-time, Non-Exempt

Reports to: Director of Childcare and Inclusive Programming

**Position Summary:**

Assists the Director of Childcare and Inclusive Programming by overseeing and guiding children with diverse abilities in summer camp and Kids Club to ensure they successfully participate in the programs alongside their peers. This individual floats between summer camp groups and Kids Club sites, bringing stability to the children and creating a better atmosphere for everyone in the groups.

**Essential Functions:**

1. Assists in identifying situations where children might need additional support because of diverse abilities including cognitive, trauma, emotional, and behavioral challenges.
2. Creates student-specific behavioral plans by coordinating with the Director, parents, and the staff who are responsible for implementing the plan.
3. Provides coaching and other support to the staff who are implementing the plan.
4. Supports the children in their emotional and social skills and strives for mutually agreed upon successes.
5. Develops and maintains relationships with participants, parents and other staff to provide an inclusive environment.
6. Participates as an active team member by assisting in groups or sites when not working one-on-one with children.

**YMCA Competencies (Leader):**

*Mission Advancement:* Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Qualifications:**

1. Associate degree in related field or equivalent education and experience.
2. Specific training in handling children with diverse abilities including Crisis Prevention Intervention training.
3. At least one year of experience in inclusive programing or educational setting.
4. Required certifications: CPR.

**Physical Demands:**

1. Ability to conduct activities relating to programing.
2. Must be able to remain alert.
3. Must be able to sit or stand for extended periods.
4. Adequate ability to hear noises and distinguish distress signals.
5. Ability to communicate verbally, including projecting voice across distance in normal and loud situations.

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Signature, Inclusive Childcare Coordinator Date

Created March 2025