



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF GREATER KALAMAZOO JOB DESCRIPTION

Job Title: **Adaptive Coordinator**

Job Code: Service Workers

FLSA Status: Part-Time Position

Job Grade: Special Ranges

Reports to: VP of Program Operations

Revision Date: January 2025

Pay Rate: \$18.00-\$20.00/hr. Based Upon Experience

POSITION SUMMARY:

The Adaptive Coordinator will be responsible for development, implementation, and evaluation of adaptive programs for youth and adults. The coordinator will provide direct service in running and facilitating high quality programs that have an inclusive and supporting environment. Additionally, the coordinator will be the main point of contact for families seeking adaptive programming, addressing and resolving program concerns, and creating community partnerships to build adaptive participation and volunteers.

ESSENTIAL FUNCTIONS:

1. Create, implement, and evaluate adaptive programming following YMCA policies and guidelines.
2. Create adaptive partnerships and collaborations.
3. Hire, develop, train, and manage program staff and volunteers for adaptive programming and events.
4. Monitor program attendance, feedback, and analyze data to continuously improve programming.
5. Develop programming and marketing materials.
6. Seek and obtain adaptive grant funding.
7. Lead the adaptive committee

QUALIFICATIONS:

1. Degree in physical education, adaptive physical education, recreation or related field or two years of related experience.
2. Flexible work schedule including evenings and weekends.
3. Excellent planning, organizational, and time management skills to ensure effective communication and meet deadlines.
4. CPR/First Aid certified or completed upon hire.
5. Ability to work independently and as part of a team.

YMCA COMPETENCIES (LEADER):

Mission and Community Oriented: Accepts and demonstrates YMCA values. Work effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrate a desire to serve others and fulfill community needs. Recruit volunteers and build effective, supportive working relationships with them.

People Oriented: Seek first to understand the other person's point of view and remain calm in challenging situations. Build rapport and relate well to others. Listens for understanding and meaning; speaks and writes effectively. Take initiative to assist in developing staff.

Results Oriented: Strive to meet or exceed goals and deliver a high-value experience for members. Embrace new approaches and discover ideas to create a better member experience. Make sound judgments, and transfer learning from one situation to another. Establish goals, clarify tasks, plan work and actively participate in meetings. Support fundraising. Follow budgeting policies and procedures and report all financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursue self-development that enhances job performance. Demonstrate an openness to change and seek opportunities in the change process.

WORK ENVIRONMENT, PHYSICAL DEMANDS, AND CHILD SAFETY:

Frequently stands, runs short distances, walks, uses hands, talks, hears, reaches with hands and arms, climbs, balances, stoops, kneels, crouches, or crawls. Occasionally sits. Regularly lifts up to 10 pounds and occasionally lifts up to 50 pounds. Running, walking, and standing for consecutive hours without breaks.

All YMCA Staff are mandated by law to report child abuse and neglect to Child Protective Services. Such reports can be made verbally at 1-855-444-3911. Staff will also report suspected abuse or neglect to their supervisor, senior management, or Human Resources.