



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Greater Kalamazoo

Job Description

Job Title: **Early Learning Coordinator – Seasonal**

DOL Status: Full Time

Job Code: Service Worker

FLSA Status: Hourly \$18.00 p/h

Job Grade:

Reports to: Childcare Services Director

Revision Date: March 2025

Primary Department: Youth Services

Leadership Level: Leader

POSITION SUMMARY:

Responsible for the day-to-day operation of the designated preschool childcare center within the state licensing regulations and Association policies and procedures. Assist with the planning and implementation of all program participants.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Direct the daily operations of the program training, supervising, scheduling of staff and volunteers.
2. Design and implement daily lesson/activity plans.
3. Supervises the children, classrooms, and all activities.
4. Maintain program records.
5. Maintain effective communication with parents and staff.
6. Appropriately handle all emergency situations remaining current in First Aid and CPR certifications.
7. As required by Michigan law, report any suspected incidence of child abuse to Childcare Services Director and Children's Protective Services (appropriate legal authority).
8. Assist with developing and managing budget to stay within established guidelines.
9. Assist with the compilation of program statistics and reporting.
10. Work a minimum of 30 hours per week in the classroom and 10 hours per week in admin duties/office work.

QUALIFICATIONS:

1. At least 18 years of age
2. B.S. college degree in a related field
3. Two years of experience with children in a licensed child care program.
4. Certification in CPR and First Aid must be obtained within 30 days of hire.
5. Must obtain or be working towards either a CDA or a degree in Early Childhood or a related field.



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6. Satisfactory completion of state Child Day Care Licensing background check.
7. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Must be able to physically participate in activities with children, including swimming, tennis, and other age-appropriate games.
- Cleaning required.
- Proof of negative TB test and good physical health report signed by a licensed physician before working in the classroom.

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.