 **Safe ‘n Sound**

**Before & After School Site Coordinator**

 Naperville and Aurora School Districts

Gain experience while pursuing your degree!

Whether you are pursuing a career in elementary or early-childhood education, child development, physical education or recreation, you’ll have hands-on experiences with one of the most respected programs in the western suburbs providing school-aged child care, day camp and academic enrichment.

 Apply in JULY for the 2015/2016 school season

**Job Summary:**

Ensure the implementation of Positive **Youth** **Development** practices with all daily activities and interactions with children. In a Site Coordinator, we are looking for committed individuals who want to make a difference in the lives of children and their families, while effectively and efficiently running the overall operation of the program site.

**Scope of Responsibilities:**

* Review and implement program curriculum while ensuring program follows DCFS and YMCA standards
* Provide leadership and guidance to staff while onsite
* In case of the absence of the Program Assistant, Program Coordinator will fill in
* Coordinate and implement program events and activities
* Work with the program manager related to management of supplies and program enrollment to ensure all budget goals are met and/or exceeded
* Work with teachers, principals and other staff at the school to ensure programs success
* Maintain all program files according to DCFS and YMCA Standards
* Ensure the implementation of Positive Youth Development practices with all daily activities and interactions with children
* Manage all emergency situations and student behavior situations
* Participates in marketing and retention activities
* Assist with the on-board of new employees

**Requirements:**

* Must be at least 21 years of age and/or 5 years older than the oldest child that participates in the program
* Must be able to make mature decisions, have patience, and is interest/experience working with children
* Must have either:
	+ A high school diploma and either 30 semester hours or 45 quarter hours of credit from an accredited college or university with 12 semester hours 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
	+ 1560 clock hours of experience in recreational program or a licensed day care center serving school-age children or a license exempt school-age child care program operated by a private or public school. In addition, must have 6 semester 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

Our staff enjoys a free YMCA Membership!

**Apply on-line:**

Ysafensound.org

**Denise DiMatteo – Hiring Manage**r

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