



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Program Coordinator – Watershed Education by Bike program

JOB DESCRIPTION

The Greater Philadelphia YMCA is hiring a part-time Program Coordinator for its growing after-school watershed education program. WEB (Watershed Education by Bike) is a groundbreaking grant-funded program that gets youth active by teaching them how to safely ride in urban, suburban and trail environments, while also focusing on watershed and environmental education. Bicycles allow students to get out of the classroom and offers hands-on experiential learning opportunities in the community. The Program Coordinator will oversee all program sites throughout Burlington and Camden counties and support all program staff, while reporting to the Director of Community Youth Programs.

RESPONSIBILITIES

- Coordinate and manage the planning, implementation, and supervision of daily activities for small and large groups of students at program locations.
- Assist and lead staff trainings for new and experienced instructors to fully implement the WEB curriculum.
- Create and supervise a daily schedule for sites that includes all necessary daily curriculum and activities.
- Lead and participate in occasional night and weekend meetings and family engagement events.
- Establish and maintain relationships with community stakeholders and school partners.
- Compile, track, and report attendance rosters as needed.
- Responsible for data collection for all grant outcomes.
- Ensure maintenance of complete and accurate attendance, health, accident/incident reports. Return completed records to the Community Youth Programs Director in a timely manner.
- Maintain a positive relationship with all children, fellow staff and families by greeting all program participants and their parent/guardian as well as establishing a positive work environment for staff.
- Coordinate all program daily operations.
- Obey YMCA Code of Conduct and model the Core Values of Caring, Honesty, Respect and Responsibility.
- Ensure staff compliance to a professional image at all times including personal appearance (uniform, grooming, etc.).
- Perform proper supervision of staff and children.
- Perform regular maintenance and upkeep of all program equipment; bicycles and science materials.
- Follow up and correct any reported unsafe and unsatisfactory conditions, any unusual comments or complaints by children, parents, or staff to the Program Director.
- All other duties to be assigned.



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QUALIFICATIONS

- Must be available Monday-Friday between 11:00am-6:00pm, with occasional nights and weekends.
- Must have previous staff supervisory experience.
- Must be (18) years old or older, 2 yrs college experience.
- Environmental studies/science background preferred.
- Must have own transportation.
- Must be willing to travel throughout Burlington and Camden counties.
- Must be dependable, outgoing, creative and flexible.
- Must be able to complete tasks independently

COMPENSATION

- Job type: Part-time
- Salary: \$14.00-\$16.00/hour (based on experience)
- Max 29 hours a week;
- Free membership to any one of the Greater Philadelphia YMCA's (\$684 value)
- 12% Retirement Plan (upon meeting eligibility requirements)