



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of PATERSON

Job Title: Youth Program Coordinator

Leadership Level: Team Leader

FLSA Status: Exempt

Reports To: Sr. Youth Director

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direction and supervision of the Facility and Resident Director, the Assistant is responsible for assisting the director in the day to day operations and issues in the YMCA building and to assist with residential day to day management. The resident and facility assistant also works to advance and leverage the YMCA of Paterson's cause and brand.

HOURS: Monday – Friday 8:00am-5:00pm

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.

LEADERSHIP COMPETENCIES:

- Collaboration
- Communication & Influence
- Philanthropy
- Operational Effectiveness & Fiscal Management
- Program/Project Management

Responsibilities:

- Ensure the health, safety, and well-being of all program participants by providing appropriate supervision at all times. Maintain and uphold YMCA of Paterson Risk Management and safety procedures, ensuring participants follow all guidelines.
- Report all incidents, accidents, and unusual occurrences in accordance with YMCA of Paterson policies and procedures.
- Oversee the daily operations of the program, ensuring smooth, consistent, and high-quality program delivery.
- Assist the Site Director with leadership, oversight, and support of program staff and operations.
- Support the Site Director in supervising Group Leaders and Activity Specialists by monitoring performance, providing coaching and recognition, and holding staff accountable to YMCA of Paterson expectations.
- Collaborate with Group Leaders to plan and implement engaging, age-appropriate, and mission-driven activities, including arts, STEM, SEL, creative expression, community service, leadership development, civic engagement, physical fitness, and nutrition.
- Prepare learning environments, materials, lessons, and supplies necessary for program activities. Maintain a clean, organized, and safe program environment in alignment with YMCA standards.
- Carry out assigned operational duties such as arrival and dismissal, lunch and snack supervision, registration support, family engagement events, and other administrative responsibilities.
- Support the planning and delivery of all program activities, helping to create a positive and supportive learning environment for participants in person (and remotely, if required).
- Work collaboratively with YMCA of Paterson branch staff to ensure coordinated program planning and seamless implementation across all departments.



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- Promote an inclusive, welcoming, and respectful environment that embraces the diverse backgrounds and needs of all YMCA of Paterson participants.
- Create and maintain a strength-based, youth-focused atmosphere sensitive to participants with learning, emotional, or behavioral differences.
- Observe and assess participant needs and address student-related concerns promptly and appropriately.
- Maintain accurate and up-to-date program records, including participant files, staff files, attendance sheets, sign-in/sign-out logs, incident and behavior reports, and all required documentation for licensing, audits, and YMCA compliance.
- Track required staff trainings and certifications; support planning, documentation, and facilitation of all required training sessions.
- Ensure all program supplies and equipment are available, properly stored, and kept in safe working condition.
- Assist with fiscal contract management responsibilities, including ensuring compliance with YMCA of Paterson and funder requirements.
- Build and maintain positive relationships with parents and guardians through regular communication regarding participant strengths, challenges, and growth.
- Serve as a positive role model who demonstrates YMCA core values—**Caring, Honesty, Respect, and Responsibility**—in all interactions.
- Communicate YMCA of Paterson goals, expectations, and program standards clearly to participants and families.
- Actively participate in required staff meetings, professional development, and YMCA special events.
- Adhere to all Department of Health, Paterson Public Schools (when applicable), YMCA of Paterson, and funder standards, expectations, and regulations.
- Support program marketing and outreach efforts by assisting with the distribution of information and helping compile program statistics and data.

Qualifications

- Minimum of two (2) years of college/university education in a program area related to working with youth.
- Minimum of two (2) years of experience working with youth, preferably in a Camp or after-school setting. Previous supervisory experience is preferred.
- General knowledge of Microsoft Word, Excel, and PowerPoint required. General Knowledge of Google Classroom/Zoom preferred.
- Strong interpersonal skills, leadership qualities, and comfortable working with diverse youth and adults

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____

Vice President of Administration Name

Vice President of Administration Signature

Today's date: _____

Nothing in the job description restricts management's right to assign or reassign duties and responsibilities to this job at any time nor does it cover or contain a comprehensive listing of



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activities, duties or responsibilities that are required. Job descriptions should never be misconstrued as an employee contract. All employees are "at will."