



MISSION STATEMENT OF THE YWCA
YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

School-aged Youth Coordinator – K-3 After-school Program

JOB DESCRIPTION

POSITION/TITLE: School-aged Youth Coordinator – K-3 After-school Program
ROLE TYPE: Full Time Exempt (great benefits!)
WORK WEEK/HOURS: Monday –Friday 10am-6pm (flexible work hours)
REPORTS TO: Director of Youth Services

About YWCA Greater Newburyport

As one of the oldest non-profit community organizations in the area, the **YWCA Greater Newburyport** has been providing safe, affordable and supportive childcare and youth development, housing and wellness opportunities.

About the role:

Do you have proven experience working in a fast-paced childcare environment focused on developing youth and fostering strong relationships? Are you excited to build relationships with the community and leverage them to improve program quality and enhance team resources? If you have experience in licensed childcare and a passion for the power of quality childcare in the lives of children, families and community, this may be the job for you!

As the School-aged Youth Coordinator you will get to flex lots of career skills and bring your passion with you each day. From the administration of a large group after-school program to our popular summer adventure camp, to developing youth opportunities that serve the mission of the YWCA and the greater community, you will get to do it all! You will get to nurture school-aged children and grow a team of youth professionals to help bring your vision to life.

The person in this role will also continue to enhance the quality of our programs, will leverage existing collaborations and form new ones with people and organizations in our community. For example, in 2022 we worked with Project Adventure to develop a social emotional learning curriculum for our team to be trained on and retain. The Coordinator will continue to seek similar opportunities.

To thrive in this role, you will have proven leadership skills, you are a natural connector and are able to build authentic and professional relationships with parents and community members to ensure clear communication and leverage resources. You have a passion for youth and the desire to see each individual child and staff member succeed. You have a strong understanding of classroom management techniques, an inclusive and flexible approach to education, and the ability to coach, model and mentor.

Who you are:

- You meet the qualifications from the MA Department of Early Education & Care Site Coordinators: at least 20 years of age, a suitable Background Record Check, Associates Degree with 1 year of relevant work experience or bachelor's degree with 9 months relevant work experience.
- You have experience in youth enrichment programming.
- You possess good team management skills.
- You have an enthusiastic personality and enjoy working in a team.

Our Benefits:

We may be a non-profit, but we reward our talented team well!

Our Full-time team members (working 40 hours/week) receive an attractive benefits package consisting of:

- Competitive salary
- Paid vacation and sick time
- Health and Dental insurance contributions
- Pension Plan
- Life Insurance
- Short- and long-term disability insurance

Apply for this role:

Please send your resume to our Youth Services Director, Amanda Bradbury, at: abradbury@ywcaneburyport.org

OR submit an employment application by following this link: [YWCA Greater Newburyport Employment Application Form](#)

We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, gender, gender identity or expression, national origin, sexual orientation, age, citizenship, marital status, disability, or Veteran status. We value diversity, equity, and inclusion, and we encourage candidates from historically underrepresented groups to apply.

