

Site Coordinator Iii (Vanderbilt Ymca)

YMCA of Greater New York

New York, NY 10017

Other

Full-time

Onsite

\$22.00 - \$22.00 an hour

Posted on July 22, 2025

Organization Statement

The YMCA of Greater New York is here for all New Yorkers — to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

To help fulfill our mission, we cultivate a culture of learning, leading, and collaboration to enhance community impact. Through our talented staff and “LEAP” career framework (Leadership, Empowerment, Accountability, Personal Growth), we are committed to a people-first approach that fosters trust, inclusion, growth, and development for all.

Job Description

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The Vanderbilt YMCA is seeking a Site Coordinator who, under the supervision of the Senior Program Director, the Site Coordinator will play a critical role in providing academic enhancement and enrichment in the Y After School program, including Holiday Camps. The Site Coordinator will be responsible for providing a safe and positive environment for school age children, to provide opportunities for learning, interaction, and academic/ personal growth. Specifically, the Site Coordinator will ensure the health, safety and wellbeing of children in the program by providing close supervision of all activities and staff, manage the day-to-day operations of the Y Afterschool and Y Core programs, maintain accurate program documentation (incident reports, accident report, behavior report, attendance & sign-in / sign-out sheets, and licensing requirements).

Y Afterschool programs operate Monday through Friday from 2:00 p.m. - 6:00 p.m. and during public-school breaks.

Responsibilities

- Ensure the health, safety and wellbeing of children in the program by providing close supervision of all activities.
- Manage the day-to-day operations of the Y Afterschool and Y Core programs.
- Maintain accurate program documentation (participant files, incident reports, accident report, behavior report, attendance & sign-in / sign-out sheets, and licensing requirements).
- Supervise staff according to YMCA policies and best practices.
- Plan, create and ensure implementation of weekly lesson plans.
- Observe and assess the individual needs of children, handle student related issues.
- Support parents in finding referrals to proper agencies for evaluations and remediation of children with special needs.
- Monitor and update all required staff training attendance and certifications.
- Ensure that supplies and equipment are available and kept safe.
- Fiscal contract management.
- Actively participate in all training sessions and designated meetings. Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all participants.

- Create and maintain a strength-based, youth-focused atmosphere that is consistent and sensitive to the needs of participants with learning, emotional, or behavioral differences.
- Maintain accurate program documentation (participant files, staff files, AS400, DYCD CONNECT, data entry, attendance, sign in/out forms, behavior reports, incident reports, and accident reports, as appropriate).
- Serve as a positive role model for participants.
- Understand and communicate the YMCA's core values and the goals of the Y After School Program to participants and care givers.
- Develop and maintain positive relationships with parents and guardians through regular communication about their child's strengths and areas of growth.
- Actively participate in training sessions, designated meetings, and special events.
- Adhere to all Department of Health, YMCA of Greater New York, and funder standards, expectations, and regulations.

Qualifications

- College degree in a related field required.
- Minimum of Two (2) years of experience working with youth.
- Current CPR/First Aid/RTE preferred.
- Strong interpersonal skills, leadership qualities, and comfortable working with diverse youth and adults.
- ***Must be available to work Monday through Friday from 10:00 a.m. to 6:00 p.m.***
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

If you would like to be a member of our dynamic team, please complete our [online application](#) and submit your résumé and a thoughtful cover letter that explains your interest in the role and our organization.

Additional Information

Benefits:

The YMCA of Greater New York offers a variety of benefits to its staff members, including

[retirement benefits](#), medical, paid time off, free YMCA membership, and more! Benefit eligibility is determined by an individual's employment status (i.e., full-time or part-time), tenure, and/or the number of hours scheduled to work. Click [here](#) for more information.

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