



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA

October 2024

ELC Enrollment Coordinator

OUR CULTURE:

Our culture brings our mission and core values to life. 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.

POSITION SUMMARY:

As a **Full Time - ELC Enrollment Coordinator**, provides support to the Director of Early Learning and other administrative personnel with the operations of the Early Learning Center to develop, organize and implement high quality Y Early Learning Center in accordance with Department of Early Education and Care regulations (EEC), National Association for the Education of Young Children (NAEYC) standards as well as MetroWest YMCA philosophy, policies, and practices. In partnership with other departments, delivers supportive mentoring strategies to positively impact each team member's teaching practice, professionalism, workplace interactions and family engagements to promote the values and philosophy at the Y. **Competitive salary and benefits! Hourly rate of pay range \$27 - \$30 based upon experience and credentials.** Equal Opportunity Employer.

ESSENTIAL FUNCTIONS:

1. Serve as primary contact for perspective and new families including managing the ELC roster, waitlist, attendance and sign in/sign out forms, allergy/medication/photo release lists; ensuring complete and current child files including CACFP and ASQ questionnaires in DocNetwork; scheduling and coordinating of tours and new child visits; managing access cards; and manage sports registrations/rosters.
2. With the Director of Early Learning and the Associate Director of Early Learning, provide leadership for all classrooms including the Partnerships for Early

Learners (PEL) to ensure high quality experiences. Work directly with educators and families to handle typical daily operations.

3. Under the supervision of the Director of Family Services, complete registration and financial aid management tasks such as entering EEC financial aid into Personify, coordinate with Child Care Resources, enter attendance and other reports in CCFA.
4. Provide classroom coverage when needed.
5. Assure compliance with state regulations, NAEYC standards, MetroWest Y requirements, and Framingham Public Schools/PEL program guidelines including child guidance, health & safety, and cleaning procedures.
6. Maintain program site and equipment as well as required program records as well as licensing documentation (document library, accident report log).
7. Follow Y and EEC policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, emergencies, and recording professional development in EEC's Professional Qualification Registry.
8. Collaboration: Build strong relationships with others at the Y, school personnel, partner organizations, and others to integrate, implement, and strengthen comprehensive quality efforts.
9. Model relationship-building skills in all interactions; develop and maintain collaborative relationships with staff, parents and caregivers, and community organizations (e.g., licensing agencies, school administration) to maximize program impact and drive overall outcomes; maintain timely, clear, and concise communication within area of responsibility.
10. With Center leadership, organize and participate in family events, program activities, staff meetings and professional development in accordance with professional development plans, EEC regulations, and Y priorities.
11. Provide staff leadership for annual campaign and assist in other Y activities and community events including the marketing and distribution of program information.
12. Perform other duties as assigned.

LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Collaboration
- Program/Project Management

QUALIFICATIONS:

- Must be EEC Director I certified, Director II strongly preferred and committed to ongoing professional development.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Bilingual in Spanish/English or Portuguese/English strongly preferred.
- Although a bachelor's degree is required for this job, we recognize that earning the degree may be challenging for some individuals. As part of our efforts to support diversity, equity, and inclusion within our Y, individuals who have not earned their bachelor's degree may be hired into this position as long as they

are actively working to complete their degree. Those without a bachelor's degree must take a mutually agreed upon number of college courses each year in order to be eligible for future pay increases.

- Complete understanding and compliance with EEC licensing regulations.
- Previous experience working with children in an NAEYC accredited center and using Teaching Strategies GOLD (SmartTeach) preferred.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility, and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

To Apply:

Download the [application](#) and email it including a resume to Employment@Metrowestymca.org