

**eliminating racism
empowering women**
ywca

YWCA Elmira & the Twin Tiers
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Elmira, New York 14901
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Job Title: Program Site Coordinator - ARCADE (Advancing Relationships, Character, and Aspirations Drives Excellence) Program. ***This is a 30-hour week for 28 weeks position based on a schedule from the Elmira City School District.***

Program Description: The ARCADE Program provides academic support and enrichment opportunities after school for students in grades 3-6 in the Elmira City School District. The YWCA supports programs at Coburn, Broadway, Hendy, and Beecher Elementary.

The ARCADE Program is grant funded for 25 weeks out of the year and will provide students daily with adventure-based learning opportunities, academic support, enrichment programs and recreation. The position is for Monday - Friday 11:30am – 5:30pm - 6 hours/day with program hours being Monday, Tuesday, Thursday, and Friday 2:30pm-5:30pm. Rate of pay is \$22/hour.

Primary Function: To provide direction and assistance to staff in planning and implementing the daily activities and to work with youth in the ARCADE Program.

Qualifications: Requires an associate degree and relevant experience in human services or education. Prefer a bachelor's degree with relative experience in education or human services. An ability and experience working with youth grades 3-6. Able to function in a team capacity.

Accountable to: YWCA Youth Services Director & ECSD Program Director

Responsibilities:

1. Assist in the development and delivery of programs for youth in grades 3-6.
2. Maintain cooperation of program providers and students.
3. Provide supervision of the youth attending the ARCADE Program.
4. Provide supervision of Program Assistants.
4. Assist with recordkeeping and submit the required paperwork.
5. Maintain a working relationship with the YWCA Youth Director, ECSD Program Director, building Principal, Teachers, other building staff, and parents/guardians.
6. Maintain a cooperative method of communication with the YWCA Youth Director and Program Director.
7. Attend any necessary meetings as required.
8. Perform other duties as assigned.