



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MANITOWOC TWO RIVERS YMCA

Job Title: Curriculum Coordinator

FLSA Status:NON-EXEMPT

Reports to: Child Care Directors

Revision Date: 05/2015

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### POSITION SUMMARY:

Under the direction and supervision of the Child Care Directors, the Curriculum Coordinator will support staff in classroom lesson plans, room arrangement, child behaviors, observations and Young Star requirements.

### ESSENTIAL FUNCTIONS:

1. Assist staff in lesson planning, room arrangement and instruction of lessons to create a fun and safe learning environment.
2. Model and explain appropriate child behaviors and assist in redirection and interventions.
3. Develop positive relationships with staff and provide motivational support and guidance.
4. Assist staff with child assessments, portfolios, intentional planning and child outcomes.
5. Promote team building through positive words and actions.
6. Show a cooperative attitude towards principals, parents, children, volunteers and staff of the YMCA.
7. Assist in training and serve as a mentor to child care staff.
8. Perform all other duties assigned by directors.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the

functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

Must be 18 years of age or older and have a high school diploma or equivalency. Must meet all DCF 251 requirements for Lead Teacher. Knowledge of Creative Curriculum, Wisconsin Early Model Learning Standards, Pyramid Model training and Ages and Stages.

**PHYSICAL DEMANDS:**

1. Must possess and demonstrate the ability to interact with staff and children on an on-going basis.
2. This interaction shall include activities such as getting down on the floor to work with a child, running, jumping, walking, standing, bending, reaching and lifting children (infant through 5 years of age) and/or equipment, participating in outdoor playground activities, field trips if needed.
3. Must be able to lift, carry and load equipment, children, furnishings and program supplies (up to 50 pounds).
4. Must possess auditory and written communication skills for use with both children and adults.

**EFFECTS & RESULTS:**

1. A program that is built upon developmentally appropriate curriculum in which each child is approached at his/her learning level with the cooperation and involvement of families.
2. Creation of a warm, friendly Christian atmosphere in which families can grow.
3. This position will contribute to the overall YMCA mission of building strong kids, strong families, and strong communities.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature

Date

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Supervisors Signature

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