FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHILD CARE COORDINATOR Manage | Preview | Copy

Y	Greater Carbondale YMCA - 5533
Post To	National Vacancy
Status	Submitted

POSITION INFORMATION

StaffType	Part-Time/Seasonal/Temporary
Unique Job Title	Child Care Coordinator
Role	Coordinator
Primary Function	Out-of-School Time, Child Care
Position Leadership Level	Team Leader

Teaser

Be a part of one of NEPA's largest, high-quality child care enrichment programs at the Greater Carbondale Y!

Job Summary

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Child Care Coordinator at the Greater Carbondale YMCA performs various administrative tasks, which aid the development and operations of the child care programs, ensuring the program meets its intended goals.

Qualifications

- Associate's degree in Early Childhood Education or related field, or equivalent experience in a child care setting.
- YMCA Team Leader certification preferred.
- Three years related experience (e.g., supervisor or coordinator of child care programs) preferred.
- Minimum age of 21.
- Sufficient strength, agility and mobility to perform essential functions and to safely supervise program activities.
- Ability to regularly to use a computer for extended periods of time 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 10 pounds.

Essential Functions

1. ELRC subsidy management, billing and collection.
2. Billing and accounts receivable for all child care programs
3. Helping with compliance with PA DHS licensing requirements
4. Keystone Stars renewals and designations
5. Clearances, pre-employment trainings and certifications
6. Management in the Pelican system
7. Management of childcare curricula
8. Management and implementation of HR policies/procedures as required by licensing and the Y
9. Manage all staff and children's files
10. Classroom monitoring to ensure the Y is compliant with all licensing requirements and Y policies
11. Manages United Way/EITC and other childcare department-specific grant funding
12. Assist with meetings with agencies and parents as needed
13. Fill in/cover on site for childcare director as needed
14. Problem solving and strategy sessions as needed

15. Performs other duties as assigned.

Cause-Driven Leadership® Competencies

Mission Advancement:

Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fundraising.

Collaboration:

Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness:

Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth:

Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

Required Certifications

-Completion of Child Abuse Prevention trainings, Pediatric CPR/AED & First Aid, Mandated Reporter, and other certifications and/or trainings required by the Y, licensing or Praesidium.

-Fulfillment of state-specific hiring standards and completion of YMCA program-specific training.

-Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

-Commitment to inclusion and compliance with the Americans with Disabilities Act (ADA).

SALARY INFORMATION

Display Salary Information	Yes
Salary Type	Hourly Range
Salary	$22.00/Hour - $26.00/Hour

RÉSUMÉ INFORMATION

Résumé Cut-off Date	12/31/2026
Display Cut-off Date	Yes
How to Apply	Contact Person
Contact Person	Alice Cavalier
Unique Job Title	Child Care Director
Address	82 N Main St.
City	Carbondale
State	Pennsylvania
ZIP Code	18407-1914
Email	acavalier@gc-ymca.org
What contact information shows?	Email

FOR MORE INFORMATION - INTERNAL USE ONLY

For More Information Person	Laura McMahon
Unique Job Title	CEO
Address	82 N Main St.
City	Carbondale
State	Pennsylvania

ZIP Code	18407-1914
Email	lmcmahon@gc-ymca.org

HISTORY

Submitted by	Laura McMahon
Submitted on	11/12/2026
Action	Submitted
Comments	