



CAPITAL DISTRICT YMCA JOB DESCRIPTION

Position Title: LEGO Club Program Coordinator

FLSA status: Non-Exempt

Reports To: Program Director

General Function

Under the general direction of the Program Director or Coordinator, the LEGO Club Program Coordinator runs the assigned LEGO Club programs for youths within the Duaneburg Branch. The LEGO Club is a program that introduces elementary school aged youths in Grades 1-3 to various science, technology, engineering and math (STEM) topics through the use of different LEGO products.

Job Requirements (Include education, experience and specific competencies)

- HS/GED required. College level study in a physical education, health education or recreational program preferred.
- Familiarity with project-based learning and STEM-related topics suitable for elementary school aged youths in Grades 1-3.
- Previous experience in coordinating a similar recreational program.
- Interest in working with youth who have a strong desire to explore STEM activities.
- Appropriate professional certifications.
- Excellent human relation skills, good organizational and communication skills.
- Knowledge of and commitment to the mission of the YMCA and its capacity to build strong kids, families and communities. The ability to articulate and model YMCA's four core values of Caring, Honesty, Respect and Responsibilities are essential.

Principal Responsibilities:

- Teach the existing LEGO Simple Machines lesson plans.
- Plan and implement lesson plans for future LEGO Club offerings.
- Set up and maintain facility and equipment as required by specific program.
- Run the programs, ensuring that safety is observed and the goals of the program is met.
- Ensure that accurate attendance records are maintained.
- Greet all participants and parents in a professional and friendly manner.
- Appropriately supervise participants in assigned programs and areas.
- Effectively communicate with parents and/or participants re: scheduling and requirements of program.
- Maintain cleanliness of facility as a member of Clean Team.
- Other duties, as directed.

Effect on End Result

The satisfactory performance of the incumbent will result in the safe, fun and efficient programs which are offered to our membership.

Physical Requirements

Must be able to stand or sit for extended periods of time and not become distracted. Must be able to lift and carry items up to 50 pounds. Must be able to hear noises and distress signals. Must be able to see and use a computer. This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity. The work is performed primarily indoors, and may require occasional travel to the various branches/sites of the Capital District YMCA.

Contact Information

Susan Kamiler, Executive Director, Duanesburg YMCA – 895-9500