



Young Explorers ENRICHMENT CENTER

Program Site Coordinator

Company: Young Explorers Enrichment Center www.youngexplorerscenter.com

Position Type: Part-Time (approx. 32 hours/week)

Compensation: \$18.00 – \$20.00 per hour

Classification: Hourly, Non-Exempt

Location: Harrisburg Global Academy

Email Resume: info@yeec-kids.org

About the Role

The Program Site Coordinator is responsible for managing the daily operations of the before and after-school programs at Young Explorers Enrichment Center. This position requires a highly organized, dependable individual who understands the organization's mission, goals, and childcare policies. The role combines hands-on supervision of children with administrative and leadership responsibilities, ensuring a safe, engaging, and well-managed environment. The Coordinator serves as the primary liaison between Young Explorers Enrichment Center (YEEC), parents, staff, and the community.

Schedule & Hours

Total Hours: Approximately 32 hours per week during the school year

- Morning Shift: Monday – Friday, 6:45 AM – 8:00 AM
- Afternoon Shift: Monday – Friday, 2:00 PM – 6:00 PM
- Administrative Time: 5 flexible hours per week (on-site or remote, as agreed upon)

Note on School Breaks:

During teacher workdays, holidays, and school breaks (Thanksgiving, Winter, and Spring), on-site shifts are paused. The Coordinator will continue flexible administrative work hours for planning, recruitment, and program promotion.

Key Responsibilities

Daily On-Site Operations (Before & After School)

- Open and close the facility on time, ensuring a safe and welcoming environment.
- Supervise and support staff, fostering teamwork and effective communication.
- Lead and participate in daily activities, including games, arts and crafts, and academic support.

- Prepare and serve snacks, maintaining cleanliness and organization of activity areas.
- Ensure compliance with all licensing and safety regulations.
- Maintain facility and equipment in good condition.
- Serve as the primary point of contact for parents, staff, and community partners.

Weekly Administrative Duties (5 Hours/Week)

- Utilize Google Workspace to maintain accurate records, attendance logs, and payment tracking.
- Develop weekly schedules, activity plans, and snack menus.
- Communicate effectively with parents and staff through email, phone, and meetings.
- Respond promptly to parent inquiries and concerns.
- Attend required training sessions and staff development meetings.
- Support program growth through enrollment management and outreach.

School Closure & Break Responsibilities

- Program Planning: Design curriculum and activity schedules for upcoming sessions and summer camps.
- Procurement: Conduct inventory and order necessary materials and supplies.
- Recruitment & Promotion: Participate in hiring events and promote programs to the community.
- Communication: Manage ongoing correspondence and enrollment inquiries.

Qualifications & Requirements

- Minimum age of 21 years.
- Experience in a group childcare or educational setting.
- Strong verbal and written communication skills.
- Proficiency in Google Workspace (Docs, Sheets, Drive, Gmail).
- Excellent organizational and time-management abilities.
- Ability to work independently and manage a split-shift schedule.
- Reliable transportation.
- Successful completion of a comprehensive background check and child safety training per Safe Sanctuary policy.
- CPR/First Aid certification preferred (training provided if not certified).

Work Environment & Physical Demands

- Active supervision of children in both indoor and outdoor settings.
- Frequent standing, walking, bending, and light lifting (up to 25 lbs).
- Fast-paced environment requiring multitasking and quick decision-making.

Young Explorers Enrichment Center is an equal opportunity employer committed to creating a supportive and inclusive environment for all employees and participants.