Program Coordinator

YWCA IS ON A MISSION

Job Description:
The Program Coordinator manages programs for a 25 unit permanent supportive residence for women and children survivors of Domestic Violence. The Program Coordinator works closely with the Housing Director and staff to ensure appropriate program delivery for residents.

Responsibilities:

- Responsible for coordinating programs and services for women and children living in the residence
- Provide resident special programming and social activities
- Design and implement support groups for residents and community members based on program need
- Works closely with community partners to bring in special programming for women and children living in the residence
- Serves as liaison with community service partners, attends meetings with such organizations as needed
- Completes reports for program as needed
- Attends meetings with outside provider agencies
- Performs other tasks as requested by the Housing Director
- Observes and upholds all agency rules and policies

Qualifications:

- Bachelor's Degree in Human Services or related area preferred, with minimum two years working in a program setting required
- Experience working with clients in crisis, mental health or related services strongly preferred

Working Conditions:
Busy housing environment, will be working with clients in crisis or transitioning out of emergency services.

Reports to:
Housing Director, Grace Brown House

Child care Benefit:

The YWCA subsidizes **25%** of child care costs for children enrolled in YWCA child care programs.
Infant care @$245 per week is a $61.25 benefit per week and $3,185 benefit per year
School Age care @ $185 per week is a $46.25 benefit per week and a $2,405 benefit per year

Health and Wellness Benefit:

Employees can attend one class per day or work out in the weight room.
$60 per month benefit
$720 benefit per year

Paid Time:
32 hours of personal time
Accrue 3.69 hours per paycheck for sick leave and vacation

Paid holidays

Health Insurance:
The YWCA contributes $3,600 per year to each employees plan.

Retirement:
Available to employees working two years with the agency. YWCA Cortland along with YWCA Retirement Fund contributes an average of 3-5% annually regardless of employee contributions. Contribution elections are reviewed on an annual basis

The YWCA embraces a family friendly and flexible work environment. Benefits are for fulltime positions and prorated for part-time.

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