

Program Coordinator (Vanderbilt Ymca)

YMCA of Greater New York

New York, NY 10017

Other

Part-time

Onsite

\$18.04 - \$18.04 an hour

Posted on July 22, 2026

Organization Statement

The YMCA of Greater New York is here for all New Yorkers — to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

To help fulfill our mission, we cultivate a culture of learning, leading, and collaboration to enhance community impact. Through our talented staff and “LEAP” career framework (Leadership, Empowerment, Accountability, Personal Growth), we are committed to a people-first approach that fosters trust, inclusion, growth, and development for all.

Job Description

Salary: \$18.04 Hourly

The Vanderbilt YMCA is seeking a Program Coordinator who will be responsible for developing, implementing, delivering, supervising, and evaluating the programs at the branch and/or it's off-sites, if applicable. The Program Coordinator will focus on program quality and service delivery as well as staff training and development, including Activity Specialists and Program Aides.

Responsibilities

- Ensure the health, safety, and well-being of participants in the program by providing appropriate supervision at all times.

- Maintain accurate program documentation (participant files, YS.net data entry, attendance, sign-in/out forms, behavior reports, incident reports, and accident reports, as appropriate).
- Support the Site Director and supervise Activity Specialists, Counselors, Advisors, and Volunteers in the implementation of the Y Programs, Summer Camp Programs, and other Programs.
- Work cooperatively with professional staff, teachers, and other program and school staff.
- Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all participants.
- Create and maintain a strength-based, youth-focused atmosphere that is consistent and sensitive to the needs of participants with learning, emotional, or behavioral differences.
- Create marketing flyers for program awareness and enrollment, update bulletin boards, and create a monthly newsletter.
- Serve as a positive role model for participants.
- Work with the Site Director to secure and maintain all equipment or supplies needed.
- Understand and communicate the YMCA's core values and the goals of the Core Programs to participants and caregivers.
- Develop and maintain positive relationships with parents and guardians through regular communication about their child's strengths and areas for growth.
- Actively participate in training sessions, designated meetings, and special events.
- Adhere to all Department of Health, YMCA of Greater New York, and funder standards, expectations, and regulations.

Qualifications

- High School diploma or equivalent required. Bachelor's degree preferred.
- Minimum of two (2) years of hands-on experience working in youth programs.
- General knowledge of Microsoft Word, Excel, and PowerPoint required. Knowledge of Access, Adobe PageMaker, and Photoshop preferred.
- Strong interpersonal skills, leadership qualities, and comfortable working with diverse youth and adults.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

If you would like to be a member of our dynamic team, please complete our [online application](#) and submit your résumé and a thoughtful cover letter that explains your interest in the role and our organization.

Link to apply: <https://ymcanyc.csod.com/ux/ats/careersite/1/home/requisition/3211?c=ymcanyc>

Language Requirements

English

Additional Information

Benefits:

The YMCA of Greater New York offers a variety of benefits to its staff members, including [retirement benefits](#), medical, paid time off, free YMCA membership, and more! Benefit eligibility is determined by an individual's employment status (i.e., full-time or part-time), tenure, and/or the number of hours scheduled to work. Click [here](#) for more information