



Blair Family YMCA

Youth Development Job Description

Position: Youth Coordinator

Reports to: Youth Development Director

Position Summary:

This position supports the work of the YMCA Youth Development Director. The YMCA is a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Youth Coordinator at the Blair Family YMCA maintains a supportive, positive atmosphere that welcomes and respects all individuals, promotes the potential of all youth, and provides a quality experience to both youth and their families. The Youth Coordinator position is 35-40 hours per week, FT hourly NON-EXEMPT position.

Our Culture:

Our Mission and Core values are brought to life by our culture. At the YMCA, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are Welcoming:** we are open to all. We are a place where you can belong and become. **We are Genuine:** we value you and embrace your individuality. **We are Hopeful:** we believe in you and your potential to become a catalyst in the world. **We are Nurturing:** we support you in your journey to develop your full potential. **We are Determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Qualifications:

- Two years' experience in Child Development and/or Related field Preferred
- CPR/AED/First Aid certifications required or obtain within 30 days of employment
- Child Abuse Prevention training required or obtain within 30 days of employment
- Valid Driver's License
- Ability to drive a 15 passenger bus
- Clean driving record
- Successfully pass a background check

Job Description:

- Ensure programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities
- Work in a variety of environments and conditions; not limited to indoor/outdoor, supervise all aspects of field trips, outside, physical play, and any other environment conducive to our child care program
- Relate and communicate effectively to diverse groups of people from all social and economic segments of the community
- Assists in the marketing and distribution of all program information
- Ensure YMCA program standards are met and safety procedures adhered to



Model relationship-building skills in all interactions; develops and maintains collaborative relationships with staff, parents / caregivers and community organizations

Organize and participate in YMCA activities, such as fundraising and special events; Parent's Night Out, Daddy Daughter Dance, Cookies with Santa, Family Movie Nights, Trunk or Treat and any other child care/YMCA events

Under supervision of the Youth Development Director, supervise small groups jointly with other counselors while teaching programs

Implement Character Development – relationship building, emotion management, empathy, responsibility and personal development

Oversee Child Watch which includes production of monthly Child Watch staffing schedule

Assist in all aspects of Child Watch, B & A School Program and Summer Day Camp

Provide leadership to the children, all classrooms, and all youth program activities

Provide daily opportunities for youth to reflect on and respond to their experiences

Attend and participate in program activities, staff meetings, and staff training

Professional Expectations:

Conduct self in a professional, responsible manner

Adhere to program standards including safety and cleanliness

Create positive rapport and shared interest with all youth

Provide opportunities for youth to lead, problem solve and make decisions

Report to all working shifts promptly and prepared to work in required YMCA shirt

Staff must be assertive at all times

Comply with all guidelines and duties given by the Youth Development Director, Blair Family YMCA, and Child Abuse Training

Always stay alert to medical conditions or dangers

Maintain a clean environment

Performs other duties as assigned

Work Environment & Physical Demands:

-The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Indoor/Outdoor environment, intermittent sitting, standing, walking, running, swimming and water play required

-Sufficient strength, agility and mobility to perform essential functions required

I have read the above job description and accept the responsibilities stated herein.

Employee _____

Date _____