



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION – CORONA-NORCO FAMILY YMCA

Job Title: **Youth Development Staff**

Job Code:

FLSA Status: Non-Exempt

Exempt Job Grade:

Reports to: Program Director

Revision Date: 01/17/2022

MISSION:

The mission of the Corona-Norco Family YMCA is to put Judeo-Christian principles into practice that build healthy spirit, mind and body for all.

POSITION SUMMARY:

Our Youth Development staff can be tasked with any and all Youth Development projects. Youth Development staff are involved with our sports programs, special events including weekends, child care, leadership or other Y programs as assigned. Primary responsibilities include being hands on with the youth, setup and takedown of sites and programs, parent feedback and interaction, and prepping behind the scenes to help us have successful programs. Youth Development staff are our member's primary contact with the Y. Youth Development staff are expected to represent the Y's core values and speak with the Y voice. Our staff encourages participation by all members of our community and creates an environment where everyone aspires to be their best.

Having a positive adult role model is a vital part of a child's life. Youth Development staff must be passionate about working with youth and being that mentor. A major key to Youth Development is the involvement of the family. Youth Development staff should regularly communicate with our families the progress and growth, as well as any difficulties our children face. Youth Development staff will work with the families and youth to find the best programs across the association for the development of our kids.

ESSENTIAL FUNCTIONS:

- Under the direction of the Program Director, the Youth Development Staff will coordinate and implement both structured and unstructured programming to engage youth and provide opportunities for youth and teens to succeed, develop leadership skills, and foster healthy growth.
- Provide opportunities for youth and teens to develop & strengthen academic, physical, and social skills.
- Connect youth with caring adults, consciously engage non-engaged program participants and be impactful leaders to our youth.
- Provide clear leadership to youth and teen participants/members by consistently supervising activities, confidently identifying boundaries, communicating rules and educating and supporting youth on acceptable behavior.
- Attend staff meetings and trainings as scheduled and required. Support Leaders/Directors in implementation of meetings and trainings.
- Adheres to YMCA program standards regarding safety and risk management.
- Act as representative of the Corona Norco Family YMCA at all times. Conveys information on programs and schedules and refers members to other programs as appropriate. Articulate the mission, cause and rally cry of the Corona Norco Family YMCA
- Supports other Y staff and volunteers by building strong relationships using Y tools, such as Listen First, in all interactions.
- Conveys information on the Corona-Norco Family YMCA charitable initiatives.

- Builds strong relationships and rapport with members and helps them connect with each other and the YMCA. Encourages member involvement and identifies potential volunteers.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, emergencies, dress guidelines and cleanliness standards.
- Other duties as assigned.

YMCA COMPETENCIES :

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

ESSENTIAL FUNCTIONS

- Minimum one (1) year of experience working or participating in a youth group/program setting. YMCA program participation preferred.
- HS Junior or Senior minimum. Associate degree in a related field or 1-2 years of college completion in a related field preferred; equivalent work experience will be considered.
- Minimum 16 years of age.
- Proven ability to coordinate, implement, and/or lead enrichment/recreational activities.
- Knowledge of youth development practices and conflict mediation.
- Energetic, youth-friendly, and creative person with a high level of enthusiasm about providing meaningful opportunities and activities for youth.
- Proven ability to work effectively with people of different backgrounds, abilities, opinions and perceptions.
- Possess imagination, a sense of humor, patience, conviction, sincerity, enthusiasm, initiative, self-control, adaptability, willingness to learn, integrity and ingenuity.
- Must possess the four essential characteristics for dealing with the growth of youth into adulthood: good health, intelligence, moral character, and personality.
- Ability to follow and accept instruction and relate well with peers.
- Familiarity working with schools and community-based agencies preferred.
- Must be able to model the core values, Caring, Respect, Responsibility and Honesty.
- Must have commitment to the mission and cause of the YMCA and uphold its values and ethics.
- Must have clearance through fingerprinting, drug testing, criminal records, and child abuse index check.

REQUIRED TRAINING AND CERTIFICATIONS:

- CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date unless otherwise stated below.

The Y: We're for youth development, healthy living, and social responsibility.

PHYSICAL DEMANDS

- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Ability to care for up to 15 youths and can handle the tension, and exasperation
- Ability to stand for long period of time
- Ability to walk/run for long periods of time
- Ability to lift up to 50 lbs from the floor to waist high ten to fifteen times a day
- Ability to crouch to youth’s height and maintain eye contact at youth’s level; to sit on the floor; to stand tall enough to reach youth on play equipment; to stand or sit for long periods of time; to walk up and down stairs.
- Must be able to clean and maintain equipment and facility. Must be able to proactively take precautions to ensure the health and safety of all children, parents, staff and themselves when coming in contact with children who are ill.

ACKNOWLEDGEMENT:

I have read and understand the above position description and accept the position at the agreed upon salary and conditions as indicated. I agree to fulfill all requirements necessary for the performance of all job segments described. I also understand that my scheduled shift is not to be used for my own personal time; i.e. working out, reading paper, homework, and personal phone calls. By example, in performance, through behavior and in interaction with other staff, members, I will further the goals and objectives of the YMCA and make a positive contribution to the success of the Corona-Norco Family YMCA.

Signed By: _____ Date: _____

Print Name: _____

USE ONLY IF THE POSITION REQUIRES AN ON-DUTY MEAL WAIVER
 (for Preschool, Camp or Competitive Coaching staff)

AGREEMENT FOR ON-DUTY MEAL PERIOD AND REST PERIODS

The employee and the Corona-Norco Family YMCA agree that the nature of the employee’s work prevents the employee from being relieved of all duty during the employee’s meal period and rest periods. The employee and the Association also agree that the employee shall work an on-the-job meal period and rest periods that shall be paid for by the Corona-Norco Family YMCA.

This agreement is freely and voluntarily entered into. The Corona-Norco Family YMCA and/or the employee may, in writing, revoke this agreement at any time.

Signed By: _____ Date: _____

Print Name: _____