



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Corona-Norco Family YMCA Job Description & Performance Standards

Position: Teen Leader
Classification: Non-Exempt – Part-Time
Location: Teen Leadership Center
Pay Rate: \$16.50-\$18/hr
Reports to: Youth Development Director

Position Summary:

Under the direction of the Executive Director – YMCA Programs, this position is responsible for the daily supervision of program participants and assisting in the planning, development, and implementation of program components and activities aligned with the program model. Teen Leaders must provide a safe, nurturing, and engaging environment that ensures the success of the participants. Teen leaders will lead after school activities including, but not limited to, community time, college and career exploration, and academic support.

Qualifications

Candidate must meet the following qualifications:

- Must be at least eighteen years of age.
- High school diploma or equivalent.
- Strong communication and organization skills.
- Experience engaging middle school youth in recreation, leadership development, service learning, civic engagement, college and career pathways, and other personal development areas.
- Skilled in general youth programs, group or classroom management.
- Exercise mature judgement and sound decision-making.
- Possess collaborative and flexible mindset that elevates youth voice and provide opportunities in areas where the candidate may not have expertise.
- Customer service oriented with strong interpersonal skills, well organized, and multi-tasked oriented.
- Understanding of working with teens, group management, and group work.
- Ability to develop positive, authentic relationships with people from different backgrounds.
- Possess a collaborative and flexible mindset that elevates youth voice and provide opportunities in areas where the candidate may not have expertise.
- Lead by example, serve as a model of professionalism and competency for peers and employees.
- Ability to operate computer software applications as required

In addition, the following State of California testing requirements must be met:

- Successful completion of a pre-employment physical, including a TB screening
- Child Abuse Index and Fingerprint Clearance
- CPR/First Aid and Health Safety Class.

Essential Functions

- Lead after-school activities, including physical education, community time, college and career exploration, and academic support, ensuring a safe and nurturing environment for students.

- Assists Youth Development Director in the overall program operation and supervision of participants while adhering to program policies and standard operating procedures.
- Develop and implement student-centered clubs and programs that promote cultural understanding and leadership development for students.
- Attend all general staff meetings and training sessions.
- Assist with the responsibility to ensure Teen Leadership Academy equipment and supplies are maintained, good, organized, and clean.
- Ensure the success of students by providing individualized support and feedback.
- Participate in professional development opportunities to enhance knowledge and skills in youth development and program management.
- Contribute to the development of our program by suggesting new ideas, participating in staff meetings, and providing feedback on program improvements.
- Maintain accurate records of student attendance, progress, and incident reports.
- Participate in ongoing quality improvement initiative to ensure that highest standards of program quality and student success.
- Exemplifies the core values of Caring, Honesty, Respect, and Responsibility.
- Performs other duties as assigned.

Cause-Driven Leadership® Competencies

Mission Advancement: Reinforces the Ys values within the organization and the community.

Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders.

Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals.

Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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.

Physical Requirements:

- Ability to sit, walk, and stand for extended periods
- Ability to bend, lean, and stretch
- Fine manipulation and simple power grasping ability required
- Ability to lift up to 35 pounds
- Ability to drive and must have own car for business purposes

Qualifications:

One to two years of related experience preferred.

Minimum age of 18.

Completion of YMCA program-specific certifications.

By signing below, the Teen Leader acknowledges having read and agrees to the contents of this job description.

Employee Name (Please Print)

Date

Signature