

YMCA of Catawba Valley

Job Description

Position: Youth Development Leader
Reports To: Program Coordinator

Home Location: Burke
Classification: Full Time

General Function

Under the direction of the Program Coordinator and consistent with the Christian mission, Youth Development Leader will work directly with an assigned group of school-age students to provide a safe, responsible, well-supervised program while acting as a positive adult role model and mentor for the Campers Who Lead Program. Youth Development Leaders must have a genuine interest in the growth, development, and provision of a safe, nurturing, and fun environment for the students they work with. Youth Development Leaders must have the ability to establish authority through leadership, communication, and most importantly patience. Youth Development Leaders are responsible for planning and implementing community outreach and volunteer opportunities, onsite activity plans, and character development lessons. In addition, Youth Development Leaders will engage with students in a learning environment, establish a positive rapport with students, parents, and co-workers; and prepare materials and supplies for each day.

Know-How

- Must be at least 21 years of age.
- Must have High School Diploma.
- Must be willing to complete Middle School Afterschool Director Certification and Working with Teens Ages 12-17 Certification.
- Ability to manage groups of children ages 12-15 years-old.
- Problem-solving and conflict-resolution skills.
- Desire and ability to work with youth in both indoor and outdoor settings.
- Ability to implement strategies for leadership instruction for young teens.
- Ability to evaluate performance and give constructive feedback.
- Ability to accept guidance and supervision.
- Ability and experience in supervising campers and staff.
- Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control.
- Previous camp staff experience.

Principal Activities

The Youth Development Leader must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and vision for serving the community. The Youth Development Leader will be responsible for the following:

- Uphold the mission, vision, and core values of the organization.
- Work directly with an assigned group of school-age students, to provide a safe, responsible, well-supervised program while acting as a positive adult role model and mentor.
- Implement and participate in developmentally appropriate curriculum for groups of children including homework and tutoring assistance and enrichment and recreation activities.
- Actively participate in staff development workshops and other staff meetings that are designed to contribute to personal and professional growth and program success.
- Manage classroom operations including completing attendance reports and other reports as assigned by the supervisor.
- Assist in administering a daily nutritional snack.
- Ensure work areas are orderly and clean at the end of each session.
- Administer first aid, if necessary, and seek assistance for serious illness/injury.
- Arrive on time for scheduled work shifts and perform work duties for the entire shift.
- Train youth in a variety of skills and techniques including behavior management techniques, program development and delivery, child development and group management.
- Assist with creating protocols as they pertain to the CWL program.
- Inform Program Coordinator of any CWL problems.
- As appropriate, speak with CWLs and their parents and document conversations.
- Create and implement a method of evaluation of performance for individual CWLs and the CWL

- program.
- Work with staff members on integrating CWLs into program areas, allowing for mentoring and increased responsibility as appropriate.
- Work with designated staff to maintain program success.
- Act as a liaison between the YMCA and New Dimensions School leadership regarding CWLs. Coordinate volunteer and community outreach projects and opportunities for CWL program. Participate in and contribute to planning meetings with Program Coordinator.
- Help provide an atmosphere for developing good morale and well-being among the camp family.
- Attend weekly staff meetings to discuss, plan, and evaluate camp sessions.
- Plan and implement family involvement activities for both the CWL and regular program at New Dimensions School.
- Any duties assigned by supervisor.

Physical Requirements

Youth Development Leaders must represent the organization in a professional image. He/she must be able to maneuver the grounds and facilities freely and be capable of speaking clearly, including, but not limited to: walking, stooping, carrying a minimum of 50 lbs., sitting, standing, pushing, climbing, kneeling, lifting a minimum of 50 lbs., and crouching.

Safety Policy

The Youth Development Leader will be responsible for observing the following rules:

1. No Alcohol or drugs will be used on the job at any time.
2. Report all job accidents the same day the accident happens.
3. Obtain authorization from your supervisor for all non-emergency treatments for accidents.
4. Wear seat belts at all times in company vehicles.
5. Keep the area where you work clean and neat at all times.
6. Do not remove or bypass any guards on any machinery at any time.
7. Ask your supervisor when you need additional equipment or instructions to get the job done safely.
8. Lift with your legs, not your back, and get assistance with loads over 50 pounds.
9. Advise your supervisor of any hazardous conditions.
10. Follow all other written and spoken safety rules.

Effect on End Result

The Youth Development Leader represents the YMCA in a professional, courteous, friendly, and helpful manner to members and prospective members. The Youth Development Leader will have a direct effect on the end result and delivery of childcare operations by ensuring all children in the program are safe and actively engaged.

Introductory Period

A 90-day review will be conducted after the employee's start date. The purpose of such an initial introductory period is to provide an opportunity for both the YMCA of Catawba Valley and the new employee to assess their respective satisfaction and suitability to the job.

Employee

Date

Supervisor

Date