

Temporary Summer Youth Program Coordinator

Position Summary

The Temporary Summer Youth Program Coordinator is responsible for supporting day to day operations and providing leadership in summer youth program within the Youth Department. Provide excellent customer service while maintaining safety standards that meet the association guidelines, mission and goals. Maintain a high level of professionalism while engaging with youth, coworkers, parents and school personnel. Provide daily staff supervision and support overall program success.

Summer Youth Program Coordinator must have a high level of organization, excellent communication skills and be comfortable using computers. Responsible for creating a welcoming environment, communicating regularly with parents, staff and children while supporting overall program success.

May be asked to assist children ranging in age 5 years to 10 years with various activities and projects to include art, recreation, science, games and homework help. Ensures a clean, safe and friendly environment for all participants. Develops connections with parents, resulting in development of friendships and Y advocates and volunteers. Creates positive, nurturing relationships with children and supports quality programs with experimental learning opportunities. Promotes and supports the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall Y experience. Must also exhibit a team work attitude.

Qualifications

- Must have at least 6 months experience working with youth.
- Higher education experience preferred.
- Supervisory, budgeting, and program management experience preferred.
- Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- Background must include strong skills in human relations, program management, excellent verbal and written skills, staff development, and staff supervision.
- Must be comfortable using a computer, emailing, google software, Microsoft office, etc as well as able to learn new software programs.
- A high degree of tact and discretion is required.
- Must be able to maintain confidentiality.
- Ability to analyze problems and solve them using good judgment and resourcefulness.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Ability to handle multiple tasks simultaneously and to prioritize appropriately.
- Ability to respond to safety and emergency situations.
- Ability to build genuine relationships with participants and maintain a welcoming environment with people from all walks of life.
- Versatility, flexibility, and a willingness to work enthusiastically within constantly changing priorities
- Must be able to safely oversee multiple participants in youth programs.
- Ability to handle multiple tasks simultaneously and to prioritize appropriately.
- Must have effective conflict resolution skills.
- Ability to attend required trainings and meets outside of regular work schedule.

- Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.
- Current CPR/AED certification or ability to become certified within first 60 days.

Essential Functions

- Ability to lead with emotional intelligence.
- Enforces and follows Y safety policies and procedures at all times.
- Completes daily cleaning and sanitization to ensure a safe and clean environment.
- Implements character development and the values of Caring, Honesty, Respect and Responsibility in all programs and activities.
- Regularly communicate with parents, co-workers and children.
- Answer phones, take attendance and support overall program success in an administrative role.
- Embraces new approaches and discovers new ideas to create a better member experience.
- Uses Listen First skills effectively with staff, volunteers and participants
- Promotes the Y mission and cause in all interactions.
- Learns member's names and uses them frequently.
- Conveys basic knowledge of all program areas to members and participants and refers members as appropriate to Y program staff or staff member.
- Connects members with other members with similar wants, needs, and interests to create small communities inside and outside of the Y.
- Ensures that youth area and equipment are clean and secure at the end of each shift.
- Responds to emergency situations according to Y practice and policy.
- Works productively and demonstrates responsible actions by consistently performing duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively and appropriately participates in staff meetings.

Work Conditions and 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.
- Ability to thrive in an environment with the unique challenges of a non-profit community service organization.
- Visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Ability to walk, stand and sit for periods of time.
- Position may require bending, leaning, kneeling.
- Ability to speak concisely and effectively communicate needs.
- Must be able to lift and carry supplies weighing up to 50 pounds.
- While performing duties, the employee will be exposed to water, cool or very hot temperatures, and may be exposed to direct UV sunrays.
- Specific vision abilities are required for this job. The employee must be able to see close up and at a distance and have clear peripheral vision.

- The noise level is moderate to loud and requires acute hearing skills.

Employee Signature:

Supervisor Signature: