

# Youth Program Leader

## Position Summary

Under the direct supervision of the Associate Director of Youth Program the Youth Program Leader provides quality youth development programming for children ranging in age 5 to 10 years old.

Ensures a clean, safe and friendly environment for all participants. Supervises, engages, and participates with youth and staff during all program activities. Create and lead activities as well as support coworkers with a positive attitude. Develops connections with parents, resulting in development of friendships and Y advocates and volunteers. Creates positive, nurturing relationships with children and provides 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 be 16 years or older
- 6 months experience working with youth preferred.
- Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- 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

- 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.
- Plans and leads appropriate activities based on the age and skills of participants.
- 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.

The statements are intended to describe the general nature and level of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required by all incumbents. Incumbents may perform other duties as assigned. In addition to the above, all Wood River community Y employees are expected to:

- Provide customers with the highest quality service
- Promote teamwork and cooperative effort
- Maintain a clean, safe work area, practice good safety habits
- Demonstrate the Y Character Values of: *Caring, Honesty, Respect and Responsibility*

I have read the above job description and performance standards and accept the responsibilities stated herein:

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Incumbent

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Supervisor