

**Shasta Family YMCA  
Job Description**

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Position Title:	Y Club Coordinator	Date:	June 16, 2017
Reports to:	Youth Development Coordinator	FLSA Status:	Non-Exempt
Department:	Child Care & Camps	Supervision:	Volunteers, participants

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**Position Summary:**

Under the direction of the Youth Development Coordinator and the Director of Child Care & Camps, the Y Club Coordinator will be responsible for developing and implementing the onsite Y Club program, serving middle school and teens during afterschool hours that will provide enriching learning opportunities for youth.

**Qualifications:**

- Minimum of two years of work/volunteer experience with youth and teens. Leadership experience preferred.
- College courses that enhance ability to work with youth; BA/BS preferred.
- Positive classroom management skills are essential, including the use of positive behavior modification techniques.
- Knowledge of resources for program development, curriculum planning and program scheduling.
- Health Screen and TB Test within 7 days of hire.
- Child Abuse Prevention & Reporting Training within 90 days of hire.
- CPR & First Aid (EMSA Approved) Certification within 90 days of hire.
- Demonstrate the YMCA 4 Core Values: caring, honesty, respect, and responsibility and promote the value of diversity.

**Job Duties and Responsibilities:**

1. Plan and implement developmentally appropriate daily activities for Y Club, serving middle school and high school students, by incorporating program standards and curricula from evidence-proven programs, such as but not limited to: Education & Career Programs, STEM Education, Odyssey of the Mind, Character & Leadership Programs, Health & Life Skills, the Arts Programs, Sports, Fitness and Recreation Programs and the Search Institutes 40 Developmental Assets.
2. Monitor enrollment by tracking weekly attendance; over-seeing the check-in process and verifying absences
3. Coordinate the daily schedule, providing enrichment opportunities and coordinating with Y classes in the healthy living and aquatics departments.
4. Assist the Youth Development Coordinator in the selection, supervision and positive mentoring of the departmental volunteer staff.
5. Cultivate and maintain a positive working relationship with volunteers, mentors, co-workers, parents, schools, partnering agencies/organizations and the community.
6. Create and maintain a well-organized, clean, safe and attractive learning environment and facility.
7. Responsible for the general maintenance of assigned work areas in conjunction with the Y maintenance department.
8. Maintain knowledge of various resources for programming ideas and the skills to utilize that information in directing daily activities. Expand job knowledge and skill with continued education and training.
9. Participate in ongoing fundraising efforts to support related programs. Assist in grant writing to support the programs.
10. Ensure all records are maintained, i.e. attendance, payments, etc.
11. Ensure proper maintenance of equipment and inventory of supplies.
12. Participate with other members of management in the YMCA's Annual Campaign.

13. Represents the YMCA with key community organizations and events as required.
14. Attend appropriate management and departmental meetings and trainings.
15. Place a major emphasis on program excellence and developing quality programming of the highest standard.
16. Perform other tasks as assigned.

**Physical Demands:**

Continual walking, standing, sitting, bending, stooping, squatting, lifting, carrying. Continual use hands and fingers. Regular lifting moderately heavy objects, up to 25 pounds. Occasional lifting overhead. Continual seeing to read a variety of materials. Continual hearing and speaking to exchange information. The work environment is an indoor school classroom environment with regular time spent outdoors, being exposed to extreme weather conditions and uneven surfaces.

**YMCA Competencies (Leader):**

*Mission and Community Oriented:* Accept and demonstrate YMCA values. Work effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrate a desire to serve others and fulfill community needs. Recruit volunteers and build effective, supportive working relationships with them.

*People Oriented:* Seek to understand the other person's point of view, and remain calm in challenging situations. Build rapport and relate well to others. Listen for understanding and meaning; speak and write effectively. Take initiative to assist in developing others.

*Results Oriented:* Strive to meet or exceed goals and deliver a high-value experience for members. Embrace new approaches and discover ideas to create a better member experience. Make sound judgments, and transfer learning from one situation to another. Establish goals, clarify tasks, plan work and actively participate in meetings. Support fundraising. Follow budgeting policies and procedures, and report all financial irregularities immediately.

*Personal Development Oriented:* Accurately assess personal feelings, strengths and limitations and how they impact relationships. Pursue self-development that enhances job performance. Demonstrate an openness to change, and seek opportunities in the change process.

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