



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Title: **Y Club Mentor**

Reports to: Program Director

FLSA Status: Non-exempt

Revision Date: July 23, 2025

Supervision: Volunteers, Participants

Primary Function/Department: Youth Development

POSITION SUMMARY:

Under the direction of the Program Director and Childcare Manager, the Y Club Mentor will be responsible for implementing the on-site Y Club program, serving middle school and high school students during afterschool hours, which will provide safe and enriching learning opportunities for youth.

QUALIFICATIONS:

- 18 years of age and High School Diploma or equivalent.
- Experience working with children in an organized setting.
- Criminal Record Clearance through DOJ/ FBI LiveScan.
- Child Abuse Prevention (Mandated Reporting) & 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the Program Director in implementing developmentally appropriate daily activities for Y Club, serving middle school and high school students under the supervision of the Program Director and Childcare Manager.
2. Monitor enrollment by tracking weekly attendance; overseeing the check-in process.
3. Cultivate and maintain a positive working relationship with volunteers, mentors, co-workers, parents, schools, partnering agencies/organizations, and the community.
4. Create and maintain a well-organized, clean, safe, and attractive learning environment and facility.
5. Responsible for the general maintenance of assigned work areas in conjunction with the Y maintenance department.
6. 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.
7. Ensure all records are maintained, i.e., attendance, meal counts, temp logs, etc.
8. Ensure proper maintenance of equipment and inventory of supplies.
9. Participate with other members of management in the YMCA's Annual Campaign.
10. Represents the YMCA with key community organizations and events as required.
11. Attend appropriate departmental meetings and trainings.
12. Training and compliance with all CACFP/SFSP policies and procedures.
13. Place a major emphasis on program excellence and developing quality programming of the highest standard.
14. 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



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environment is an indoor area 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.