



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Description

Job Title: Y Club Lead Staff

Reports to: Rachel Forero, Director Aquatics & Teen Programs

Part Time 25 – 30 Hours / Week, Monday - Friday \$15 - \$18 / Hour DOE

General Function

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Under the direction of the Director of Teen Programs, the Y Club Lead Staff is responsible for the administration of Y Club and the Middle School Power Scholars Academy summer site. This includes and is not limited to planning, organizing, developing, implementing, marketing, staffing, and evaluating the programs in accordance with the purpose and philosophies of the Shasta Family YMCA.

Operational responsibilities include fiscal management, staff development, program planning and implementation, marketing, and community management.

DUTIES AND RESPONSIBILITIES

Must have the competencies, skills, and proven leadership ability to successfully carry out the association's mission, goals, and visions for serving the community. Other important competencies of the Y Club Lead Staff are:

1. Recruit, especially through non-traditional pipelines and with an equity lens, hire, train, supervise and evaluate staff, program participants, and volunteers to effectively operate programs of the department as budgeted and approved.
2. Support staff in executing successful teen program, including niche programming aspects like leadership, technology, and volunteerism
3. Connect with participants, parents, staff, and other community leaders to identify how Y Club can better meet the needs and expectations of the community
4. Develop, manage and control department budgets related to the position and as assigned.
5. Ensure the safety of program participants through safety audits, participation in safety programs, and implementing Child Abuse Prevention policies. Maintain records and enforce all policies and procedures.
6. Plan, execute, evaluate and continually improve teen programs and activities.
7. Lead trainings, in-services, and coaching for staff, as necessary, including leadership approached through cultural lenses and program development

8. Develop effective culturally responsive communication plan with teen program participants and parents. Evaluate current systems and practices for equity and adjust where necessary.
9. Oversee promotional and informational marketing plan for camp, ensuring a visual component of inclusion and adhering to Y Brand guidelines.
10. Assume all other responsibilities as deemed necessary or assigned.

Qualifications

Education/Experience:

1. Bachelor's degree in related field or equivalent experience.
2. Successful experiences in youth development, staff supervision, training, staff and volunteer development, and program development.
3. Ability to supervise and work with children, teens and parents.

Skills and Ability Requirements:

1. Ability to establish and maintain harmonious relationships with staff, parents, volunteers, members, and the general public is essential. Good organizational and written/oral skills necessary.
2. Ability to handle multiple tasks by being a creative, motivated, self-starter with the skills to lead and motivate others. The incumbent must be able to delegate appropriate responsibilities to the staff in order to accomplish the necessary duties.
3. Ability to work with a diverse group of individuals.
4. Ability to promote Y Club locally.
5. Completion of CPR/First Aid Certification and Mandated Reporter Training within 90 days of hire.
6. Valid CA Drivers License or equivalent.

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.

The incumbent is regularly required to stand and walk for long periods of time, to talk and hear, sit, lift and or move up to 40 pounds, to climb and or balance, stoop, kneel, crouch, crawl, to use hands to finger, handle, or feel objects, tools or controls. The incumbent must have the ability to transport equipment, materials and supplies to schools. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasional use of keyboard; occasional sitting for long periods of time; occasional bending or squatting.

The incumbent is regularly required to work under pressure and or to work rapidly to meet deadlines, to reason and solve problems, make sound judgment and decisions and be physically and mentally able to respond to emergencies. The incumbent must demonstrate the ability to evaluate and solve complex problems. Frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. Hearing/Talking: frequent hearing and talking, in person and on the phone. More than 80% of time is spent indoors. The condition of the air is normal/average air conditioned/ventilated. The noise level is normal to loud within an active YMCA program environment.