



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

## **Central Connecticut Coast YMCA Position Announcement**

Job Title: Youth and Teen Staff  
Salary: \$10.10 - \$12.00 per hour  
FLSA: Non-exempt – Part Time

Reports To: Operations Director  
Work Location: Woodruff Family YMCA  
Work Schedule: varies, includes daytime, weekend and evenings

### **A Career with a Cause:**

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

**We are welcoming:** we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### **General Function:**

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Youth and Teen Staff is responsible for working with staff in the delivery of high quality programs, activities, and events for youth and teens ages 12 - 23. This position provides age appropriate instruction and support and is responsible for each participant's health, safety, and participation in all aspects of the program. This position requires enthusiasm, humor, patience, creativity, energy, maturity, and focus on a continual basis. The Youth and Teen staff will be a positive adult role model who models the Y mission and core values. Youth and Teen programs include but are not limited to recreation and court sports, game room activities, education, social activities, leadership opportunities, and character development.

### **Salary and Benefits:**

- Salary Range: \$10.10 - \$12.00 per hour per hour Non-exempt
- YMCA Membership

### **Essential Duties and Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of this position include, but are not limited to the following:

- Model and teach the YMCA mission, philosophies, and core values of caring, honesty, respect, and responsibility.
- Create an environment of interest, confidence and support, within which youth and teens can grow. Connect quickly with participants. Develop and maintain relationships that inspire trust and confidence. Assist each participant with meeting personal goals.
- Assist Lead Program Staff to further develop existing programs, new programs, and increase participation.
- Establish positive relationships with youth, parents and other staff members; be a positive role model.
- Use the YMCA's Club Approach to work with youth in developing a program geared towards their interests and new areas of exploration. Plan, organize and lead small and large group activities. Ensure that curriculum is followed but also allow for spontaneity, creativity and flexibility. Assist with the administration of youth and teen programs.
- Maintain an appearance of neatness and be an appropriate adult role model.
- Assist with and/or oversee positive reinforcement and behavior management of youth and teens. Have a non-threatening, fair and understanding attitude when dealing with behavior and appreciate the diversity of the youth and teens.
- Maintain a physically and mentally safe environment for all, maintain housekeeping of site at all times.
- Positively and proactively communicate with and respond to youth and teens, supervisor, staff, members, and parents. Act as a liaison between the YMCA, youth and parents, as needed.
- Promptly report any feedback or concerns of youth and teens, members, parents, or other staff to the Walk-In Coordinator.
- Promptly report and complete all concerning or dangerous situation and injuries. Accurately prepare and submit accident and incident reports in a timely manner.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures, and those for the prevention of child abuse.
- Follows and enforces all YMCA guidelines, including those pertaining to health and safety, and staff expectations required by the YMCA and the state health department code.
- Attend required staff meetings and trainings, giving input on programming issues.
- Actively support and participate in YMCA functions as notified by the Supervisor.

- Other duties as assigned by the Supervisor.

**Experience, Education, and Qualifications:**

- High school diploma or equivalent - required
- 16 years of age or older
- Post high school coursework in a related field - preferred.
- One year of successful work with youth 12-17 years old, preferably in a similar setting - required.
- Ability to work well with children, tweens, teens, youth, and adults to ensure high quality program results.
- Must be people oriented, possess professional communication and organizational skills.
- Must have a passion for helping others, patience, and the ability to adjust to evolving situations.
- Demonstrated ability to teach and assist in youth sport activities within a busy environment.
- Ability to work well with youth and adults in a largely diverse population.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, creative thinking, and leadership skills.
- Able to work a flexible work schedule to include evenings and weekends.

**Trainings & Certifications:**

- Connecticut Child Care CPR/First aid certification – required first 90-days of employment.
- Administration of Medications and Epi-Pen certification - preferred.
- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Must complete Child Abuse Prevention trainings within the first 90-days of employment.

**Core Competencies:**

- **Communication and Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y’s cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgement.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Youth and Teen Staff be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

1. Youth and teens develop in caring, honesty, respect, and responsibility in a safe and nurturing environment.
2. Youth and teen members are informed of Y programs and involved in various program areas.
3. Strong relationships with youth and teens and positive community image is developed.
4. Youth and teens achieve goals and report high satisfaction with the experience.
5. Enrollment/participation targets are met or exceeded.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry.

**Work Environment:**

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Websites for More Information:**

- [www.cccymca.org](http://www.cccymca.org)
- [www.brbc.org](http://www.brbc.org)

**Application Information:**

Submit a cover letter, resume, and four references by April 19, 2019 to Nicole Servas, Operations Director at [nservas@ccymca.org](mailto:nservas@ccymca.org)