



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Youth Program Coordinator**

Reports to: Wellness Director

Revision Date: 08/22/2019

POSITION SUMMARY:

Develops, organizes and implements high quality YMCA program(s) for youth and adults.

ESSENTIAL FUNCTIONS:

- Youth Program Coordinator serves as a professional role model for youth enrolled in all Programs.
- Oversee program development to ensure we are offering a wide range of sports, arts, and life skills programming for our members.
 - Ensures professional, thorough and timely communication to registrants prior to and during programming. Communicates necessary program information to branch and association staff.
- Cultivate relationships with parents and members to develop quality programs that are consistent with the mission and values.
- Identify collaborative efforts to utilize facilities and services with local schools and organizations.
- Identify program opportunities and sources of funding for programs.
- Consistently provide friendly, courteous assistance exceeding customer expectations every day, which includes building and maintaining healthy professional relationships with customers, staff, host agencies and the local community.
- Support and contribute to a safe, clean environment for staff and members.
- Attend all branch meetings as assigned.
- Maintain knowledge of association policies and procedures, risk management and safety practices and applicable laws.
- Perform other related duties as assigned.

QUALIFICATIONS:

1. Must be at least 18 years of age.
2. A minimum of two years of relevant experience working with children under the age of 13 preferred.
3. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
4. Positive role model with strong leadership, conflict resolution and diplomacy skills.
5. Must be capable of directing the daily administrative, program related, and supervisory responsibilities of the program.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

PROGRAM SPECIFIC DUTIES

- Organizes and oversees program activities and events.
- Recruits and coordinates volunteers from the local community.

Rate: \$10/ hour up to 12 hours/week

Contact Brandon Whipple: bwhipple@greaterscrantonymca.org or 570-828-3116