FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

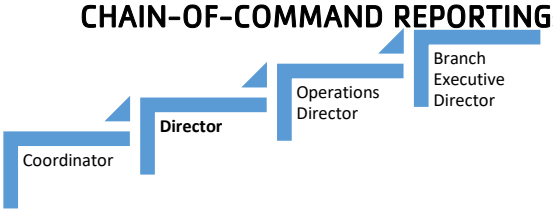
Glacial Community YMCA

Roehl Family YMCA – Schultz Family YMCA

Position Description

YMCA TITLE:	**Youth Development Staff Lead**
DCF TITLE:	**School-Age Program Leader** **Lead Counselor**
DEPARTMENT:	**06-School Age Child Care**
STATUS:	**Non-exempt**
REVISED:	**Aug-26**

CHAIN-OF-COMMAND REPORTING:



POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Assisting with coordination and implementation of programming encourages physical, emotional, and intellectual growth in a safe and nurturing environment.

QUALIFICATIONS:

- 18 years of age & HS/general education degree, required.
- Previous experience and coursework as defined by DCF, required.
- Bachelor's degree in early childhood or elementary education, preferred.
- Knowledge of state childcare licensing, Young Star, and NAC/ACA accreditation requirements, preferred.
- Willingness to attend meetings, training, and obtain additional certification as requested.

PHYSICAL DEMANDS:

Ability to perform all physical aspects of the position; including leading classes, walking, standing, bending, reaching, and lifting. Individuals in this position may be subject to all elements of weather and loud facilities.

ESSENTIAL FUNCTIONS:

- Serve as a leader for the program site assuring operations meet all regulatory standards.
- Supervise assigned children and all areas of program utilization. Closely monitor arrivals, departures and absences of all participants.
- Prepare lesson plans according to set deadlines and provide guidance to other teachers implementing plans.
- Implement appropriate lesson plans that utilize but are not limited to the following areas: values, storytelling, games, drama, arts and crafts, singing, multi-cultural activities, sports/fitness, and homework help.
- Lead program activities, delegating responsibilities to staff as needed to ensure safe and quality program operations. Exemplify performance expectations and report staff successes and/or issues to appropriate leadership chain-of-command.
- Ensure sufficient staff-to-participant ratios for assigned site.
- Assist with training staff.

- Maintain documentation, participant records, and uphold program policies and practices in compliance with state licensing requirements.
- Maintain good public relations and open communication with parents and off-site facility personnel.
- Ensure safety and cleanliness of all equipment and facilities utilized by programs.
- Accept personal responsibility to protect youth and vulnerable adults from abuse. Report suspected abuse or neglect according to Association procedures found in Abuse Prevention Policies & Procedures.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- Serves others by intentionally welcoming, connecting, and supporting them, and inviting them to get involved and give back to the community.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Shows appreciation and respect for the time, talent, and contributions of all volunteers.

Building Relationships

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Responds to the individual needs of the other person.
- Interprets messages and body language effectively.

Leading Operations

- Delivers a high-quality experience to members, participants, or project teams.
- Acts responsibly with the Y's resources, following all budgeting policies and procedures and reporting irregularities immediately.
- Explores new ideas, remaining open to new ways of thinking and approaching problems.
- Improvises quickly and appropriately when faced with unexpected circumstances.

Developing & Inspiring People

- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Acts in alignment with personal and organizational values in all situations.
- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.

DISCLAMER:
Other duties may be assigned to this position at the discretion of chain-of-command leadership. Performance evaluation, based on essential functions and competencies, are generally conducted annually.

I acknowledge that I possess all qualifications stated and can perform all essential functions without special assistance. If at any time accommodation is required, I understand it is my responsibility to provide details in writing to chain-of-command leadership.