



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Youth Development Staff Lead
STATUS: Non-exempt
REVISED: Dec-21

DEPARTMENT: 06-School Age Child Care
REPORTS TO: Youth Development Director
BRANCH: Choose an item.

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. Assist with coordination and implementation of programming that encourages physical, emotional, and intellectual growth in a safe and nurturing environment.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Certification or approved course work in childhood development, required.
- Previous experience in children’s programming/education, preferred.
- Knowledge of state licensing and Young Star 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:

- For assigned programs assist with planning and implementation of appropriate lesson plans that utilize, but 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 in programming operations. Exemplify performance expectations and report staff successes and/or issues to Youth Development Director.
- 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.

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.
- Tells the Y story in regular interactions with members.
- 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.
- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
- 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.
- Uses best practices, guidelines, and industry standards as a framework to improve performance.
- 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

- Supports members, participants, or project teams in achieving their goals.
- 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.
- Accepts responsibility for behavior.
- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.

DISCLAIMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor. Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

Employee Signature

Date