



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Youth Room Mentor
STATUS: Part-time, Non-exempt
REVISED: May-18

DEPARTMENT: 10-Youth, Teen, Climbing Wall
REPORTS TO: Youth Recreation Director
BRANCH: Watertown

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. This position will assure fun, safe and caring environment in the Youth Room and in harmony with the mission statement and policies of the Y.

QUALIFICATIONS:

- Previous experience working with school-aged youth and teens, preferred.
- Certifications that must be obtained and maintained within first 90 days: CPR, AED, First Aid, Child Abuse Prevention, Blood borne Pathogens, Hazard Communication.
- Willingness to attend meetings, training, and obtain additional certification as requested.

ESSENTIAL FUNCTIONS:

- Supervise youth & teens while interacting and encouraging safe and age appropriate activities.
- Exemplify and uphold youth room policies.
- Ensure safety and cleanliness of all equipment and facilities utilized by programs.
- Work scheduled shifts. Arrangements for substitutes must be previously approved by supervisor.

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.
- Seeks to understand and support change efforts.

Building Relationships

- 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.
- 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.
- Creates a safe environment in which others feel welcome and respected.

Leading Operations

- Serves with purpose and passion.
- 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.
- Delivers a high-quality experience to members, participants, or project teams.

Developing & Inspiring People

- Reflects on and learns from successes and mistakes.
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).
- Remains calm and objective when under pressure or when challenged by others.
- Leads with empathy, anticipating how actions and works impact others.

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