 

DULUTH AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: Youth Specialist – Out of School Time (OST) Program

FLSA Status: Non-Exempt

Job Type: Part-Time

Reports to: Youth Development Director

Revision Date: 02/24/22

**Summary/Objective**Youth Specialists maintain a safe and engaging learning environment for youth in an after-school setting. Youth Specialists plan and implement high-quality academic and enrichment activities catered to youth’s interests and needs.

**Our Culture**

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming**: we are open to all. We are a place where you can belong and become. **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.

**Essential Functions**

* Maintain emotionally and physically safe environment for youth.
* Develop and lead high quality activities/lessons for youth.
* Communicate with Site Coordinator regarding concerns about children.
* Have knowledge, understanding, and application of all program policies, procedures, and best practices.
* Work cooperatively with children, parents, other program and building staff
* Provide support to volunteers.
* Attend staff meetings and trainings as required.
* Be reliable and responsible.
* Perform other duties as requested by Site Coordinator, Lead Staff, or designee that relate to the program.
* Maintain current required certifications.
* Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y’s commitment to equity and diversity.

**YMCA Competencies**

* Values: Accept and demonstrate the Y’s values
* Community: Desire to serve others and fulfill community needs
* Inclusion: Work effectively with people of different backgrounds, abilities, opinions, and perceptions
* Relationships: Build rapport and relate well with others
* Developing Others: Take the initiative to assist in developing others
* Decision-Making: Make sound judgments, and transfer learning from one situation to another
* Change Capacity: Demonstrate an openness to change, and seek opportunities in the change process

**Supervisory Responsibility**This position does not involve any supervision responsibilities.

**Work Environment**This position operates in area schools, the YMCA, and community centers and serves elementary aged youth. There are occasional activities that will take place outdoors, but most activities happen in the buildings.

**Physical Demands**

* Must be able to read, write, and communicate both verbally and in written form to express and exchange ideas.
* Frequent typing, writing, bending and twisting.
* Must be able to lift up to 10 pounds.

**Position Type/Expected Hours of Work**

This is a part time position. Typical hours are Monday-Friday 3:15 – 5:15 PM when school is in session. Occasionally day, weekend, evening hours for staff development and training will be required.

**Travel**

Travel will not be required during working hours.

**Required Education and Experience**

* Minimum 17 years of age and high school senior
* Experience working with elementary age youth
* Certifications: Basic CPR/AED and First Aid for adults, children and infants (required). Training can be provided upon hire, and must be obtained within 90 days. Higher levels of certification are accepted.
* Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

**Preferred Education and Experience**

* Education/training in field related to youth and families
* Demonstrate effective communication
* Experience in leadership role working with youth
* Enthusiasm, patience, creativity, common sense and a commitment to working with children

**Additional Eligibility Qualifications**

The ability to pass a Duluth Area Family YMCA employee background check.

**EEO Statement**

The Duluth Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

**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.

**Signatures**Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_