



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

GREATER WYOMING VALLEY AREA YMCA JOB DESCRIPTION

Job Title: Youth and Family Program Coordinator

Reports to: Senior Program Director

POSITION SUMMARY:

Develops, organizes, and implements high quality family and youth programs in the Pittston and Wilkes-Barre branches. Creates a safe and positive atmosphere that promotes member safety and engagement in accordance with YMCA policies and procedures. Works with the Mericle Scholars Coordinator to develop high quality programs in accordance to Mericle Scholars guidelines.

ESSENTIAL FUNCTIONS:

1. Directs and supervises program activities to meet YMCA objectives. Expands youth and family programming within the community in accordance with strategic and operating plans.
2. Secures and schedules facilities with the Senior Program Director and Mericle Scholars Coordinator. Sets up equipment for games, practices, and all youth/family programs; monitors and advises the Senior Program Director on purchases of necessary equipment as budget permits.
3. Organizes and conducts parent orientation meetings, and training and meetings for coaches, staff, and volunteers.
4. Advertises, hires, trains, and manages youth programming staff to assist in running youth and family programs.
5. Assists in the marketing and distribution of youth programming information, organizes and schedules program registrations. May write information for program guides.
6. Develops and maintains positive relationships with parents; develops relationships with community organizations.
7. Responds to all member and community inquiries and complaints in timely manner.
8. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
9. Maintains effective, positive relationships with the members, participants, and other staff.
10. Attends all staff meetings and in-service trainings. Conducts monthly staff meetings for all youth staff.
11. Meets regularly with the Senior Program Director to review and develop programs. Reports any concerns/issues to the Senior Program Director immediately.
12. Assists the Mericle Scholars Coordinator in implementing Mericle Scholars programming as it arises; specifically in the Pittston area.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailor's communications to the appropriate audience.

Personal Growth: Shares new insights. Facilitates change, models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in related field preferred; but not required.
2. Broad background in a variety of youth programs. One to two years related experience preferred.
3. Completion of YMCA program-specific certifications.
4. Certifications: CPR/AED and Basic First Aid, which may be obtained once employed.
5. Ability to pass background checks in accordance with all Berwick Area YMCA policies.

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.

1. While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach and must be able to move around the work environment.
2. While performing the duties of this job, the employee is often required to lead activities that include motions such as: climbing stairs, bending, stooping, kneeling, twisting, reaching, sitting, standing for an extended period, walking, lifting and/or move up to 50 pounds, have finger dexterity, perform repetitive motions, talk, hear, and have visual acuity. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
3. Physical abilities to plan, lead, and participate in sports program activities in a variety of indoor and/or outdoor settings.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____