



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Syracuse Job Posting

**Job Title:** Teen Coordinator  
**FLSA:** Non-exempt – Full-time  
**Work Schedule:** September-June: Tuesday-Saturday 12:00pm-8:30pm  
June-September: Monday-Friday 8:30am-5:00pm

**Reports To:** Director of Camp Iroquois and Teens  
**Work Location:** East Area Family YMCA/Camp Iroquois

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### **A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

### **General Functions:**

Under the direction of the Director of Camp Iroquois and Teens, the Teen Coordinator is responsible for working with staff in the development and delivery of high quality activities and events. The Teen Coordinator guides Camp Iroquois, Teen Center and various programming to ensure an enriching experience for tweens and teens. The incumbent accepts, demonstrates and teaches YMCA core values of caring, honesty, respect and responsibility.

### **YMCA Family and Teens Department Quality Service Theme:**

We make a positive difference in people's lives by providing inclusive quality programs for tweens/ teens and families.

### **Essential Duties and Responsibilities:**

The essential functions of this position include, but are not limited to the following:

- Provide support, leadership and manages operations of Camp Iroquois programming and the Teen and Tween Programs to include Tween Club, Junior Leaders Club, Lego Robotics, Youth and Government, Lock-Ins, Tween/Teen programs and classes such as Staying Home Alone and Adventures in Babysitting. This includes creating, marketing and delivering quality programs while considering space utilization, equipment needs, budget requirements, safety and emergency procedures, YMCA values and quality standards.
- Assist with program planning, including staff training procedures and the development of new programs.
- Assist with recruiting, hiring, and managing/supervising staff in the Teen Center and at Camp Iroquois.
- Provide leadership and supervision of Teen department staff, and Camp Iroquois Unit Directors and Counselors; provide clear expectations, recognition, and redirection as needed; assist with problem solving and sound decision making; ensure staff are meeting expectations and providing a healthy, safe, and fun environment for campers at all times.
- Assist with planning and leading staff orientation and weekly meetings throughout the summer at Camp Iroquois and the Teen Department.
- Attend weekly team meetings with the Director of Camp Iroquois and Teens and Program Director regarding department and camp planning, issues, and problem solving; work as a key team member ensuring overall quality and integrity of camp are upheld.
- Be responsible for creating a fresh and engaging department and camp newsletter that is sent out each session highlighting activities and other pertinent information.
- Act as a substitute staff, counselor or area specialist whenever necessary.
- Supervise volunteers in assigned areas, to support the Teen Center, programs and other special events.
- Facilitate communication and provide leadership to the tween/teen participants and our staff.
- Provide leadership and support to the annual fundraising campaign and volunteer committees as assigned.
- Develop and maintain effective working relationships within the community.
- Maintain program areas and equipment in an orderly and safe manner, according to Association and YMCA standards.
- Follow all Teen Department and Camp Iroquois policies and procedures including those outlined in the building and camp safety plan; familiarize self with regulations and standards set forth by the department of health.
- Actively pursue training and learning opportunities and certifications relating to the position; maintain current certifications required by the position.
- Support the Mission, Vision and Direction of the YMCA.

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- Other duties as assigned by the Director of Camp Iroquois and Teens.

### **Experience and Education:**

- Bachelor's Degree in a child or human service related field preferred; or equivalent experience working with children in recreation and/or education.
- Minimum of two-years of supervisory experience.
- Minimum of two-years of prior experience working in a group camp/program setting.

### **Qualifications:**

- Competencies in program development and decision making of Teen Department.
- Excellent communication (both verbal and written) and interpersonal skills.
- The ability to observe confidentiality.
- Maturity, responsibility and a sincere interest in working with people.
- Knowledge of age appropriate activities and expectations of children ages 3 to 18.
- Strong computer skills using Microsoft Office Programs, especially Word, Excel and Publisher, also experience with data base management software.
- Demonstrated skills in analysis, leadership, organization, project management, time management, with an attention to detail.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and creative thinking.
- Read, interpret and effectively communicate document, information and instructions such as safety rules, membership procedures, customer service, YMCA promotion and programs, and YMCA policies and procedures etc.
- Promote the benefits of the YMCA, the facility and programs.

### **Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to assignment to initial position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete Youth Protection Series, Darkness to Light and Listen First trainings within the first 90-days of employment.

### **YMCA Competencies (Team Leader):**

- Mission Advancement: Models and teaches the Y's 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 tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.
- 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.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.

### **Effective Return on Investment:**

1. This position ensures the delivery of high quality, mission, and market driven programs and corresponding fiscal stability.
2. Ensure programs meet the needs of the program participants, are age appropriate, and meet safety and YMCA standards at all times.

3. Strengthens engagement and retention of both Youth(2) memberships and Family memberships with tweens and teens ages 10 to 18.

**Physical Demands:**

Ability to frequently sit, use his/her hands and fingers, stand, typing, walk, reach, climb, balance, stoop, crouch, kneel and climb a minimum of two flights of stairs multiple times per day. Occasionally required to lift and/or carry and move up to 35 pounds. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus. Hear noises and distress signals in the teen environment with background noise and perform all needed rescues skills. Ability to occasionally, run in case of an emergency. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

While performing the duties of the incumbent is exposed to a normal work environment and weather conditions prevalent at the time. The noise level in the work environment is usually loud. Frequently exposed to outdoor weather conditions in conducting certain Teen programs. Frequently exposed to OSHA approved cleaning solution

**Americans with Disabilities Specifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to Apply:**

Interested candidates should respond to Allison Clarke, Director of Camp Iroquois & Teens at (315) 637-2025, ext. 230 or email their application to [aclarke@syracuseymca.org](mailto:aclarke@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than January 16, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.