



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: Tween Club Assistant

Reports To: Senior Program Director Family & Teens

FLSA: Non-exempt – Part-time

Work Location: Northwest Family YMCA

Work Schedule: Monday – Friday; 2:15pm to 6pm
(Flexible schedule to include ½ days, snow days and vacation days)
*Program follows the Baldwinsville School Calendar

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 Function:

Under the direction of the Senior Program Director Family & Teens, the Tween Club Assistant provides excellent member service by directing the Department toward its primary objective of putting Christian Principles into practice through programs that build healthy spirit, mind, and body for all. The incumbent is a team player who demonstrates strong leadership skills in program development, supervision, organization, planning and communications.

Essential Duties and Responsibilities:

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

- Create an environment of interest, confidence and support, within which youth can grow.
- Assist Lead Program Staff to further develop existing programs, new programs and enrollment.
- Establish positive relationships with youth, parents and other staff members; be a positive role model.
- Use the YMCA's Club Approach to work with youth in developing a program geared towards their interests and new areas of exploration.
- Oversee supervision of all youth; maintain that youth are accounted for at all times. Adhere to the "rule of 3" anytime youth are not in direct eyesight of staff (i.e. bathroom breaks).
- Assist with and/or oversee positive reinforcement and behavior management of youth.
- Maintain a physically and mentally safe environment for youth, maintain housekeeping of site at all times.
- Actively support and participate in YMCA functions as notified by the Supervisor.
- Attend required staff meetings and trainings, giving input on programming issues.
- Maintain fully stocked and accessible First Aid kit.
- Follow and enforce association and departmental policies, including the substitute policy.
- Actively pursue training and learning opportunities and certifications relating to the position; maintain current certifications required by the position.
- All other duties as assigned by the Supervisor.

Experience and Education:

- Work or volunteer experience working with tweens ages 10 to 13 years of age.

Qualifications:

- Possess the ability to work well with children, tweens and adults to ensure high quality program results.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Excellent communication (both verbal and written) and interpersonal skills are critical to the success of this position.
- 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, creative thinking, and leadership skills.
- Ability to 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., train and instruct other staff members; promote the benefits of the YMCA, the facility and programs; and solve problems and take a leadership role in handling a variety of situations, problems, issues and/or complaints from members.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.
- Able to work a flexible work schedule to include evenings and weekends.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must hold CPR, AED, and First-Aid (may be required at some branches) certifications or successfully complete no later than 30-days after employment begins.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete Listen First and Child Abuse Prevention trainings within the first 90-days of employment.

Core Competencies:

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- 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.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

Effect End Results

This position strongly influences the effectiveness with which the YMCA accomplishes its mission. The role requires that all Tween Assistants be committed to building positive relationships, maintaining a safe environment/program and portraying a healthy lifestyle for children and teen in the community.

1. Tween members are informed of Y programs and involved in various program areas.
2. Strong relationships with tweens and positive community image are developed.
3. The Tween Club staff provides safe and age-appropriate activities.
4. High performing staff team with high rates of retention.

Physical Demands:

Ability to frequently sit, use his/her hands and fingers, stand, walk, reach, balance, stoop, crouch, kneel and climb. Ability to lift and/or carry and move up to 35 pounds (occasionally this could be more). Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Duties are performed in a recreational setting; at times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from participants. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to above average.

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 Tess Kenney, Senior Program Director Family & Teens at (315) 303-5966, ext. 212 or email their application to tkenney@syracuseymca.org, or Laura Lipari, Human Resources Coordinator at (315) 303-5966, ext. 356 or email their application to llipari@syracuseymca.org, no later than August 16, 2017.

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.