



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

## **YMCA of Greater Syracuse Job Posting**

**Job Title:** Tween Club Head of Group

**Reports To:** Teen Development Director

**FLSA:** Non-exempt – Part-time

**Work Location:** Southwest YMCA @ OCC

**Work Schedule:** Monday – Friday from 2:30pm to 6pm

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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 Function:**

Under the direction of the Teen Development Director, the Tween Club Head of Group will oversee, coordinate and direct all Tween Club Programming. The incumbent will create and/or implement programs that provide an opportunity for tween's to participate in structured age-appropriate activities. Program activities to include arts & crafts, music & drama, games, sports and other physical activities, group activities (small & large), science activities & experiments, academic support, Leadership Development, teambuilding, and Discovery Learning Centers. The incumbent accepts, demonstrates and teaches the Mission Values of the YMCA and its capacity to strengthen communities through youth development, healthy living and social responsibility.

### **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.
- Work diligently to further develop existing programs, new programs and/or program locations 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.
- Educate and reinforce safe kitchen practices with club participants during cooking activities
- 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.
- Additional responsibilities are outlined on the attached Medication Policy Addendum.
- All other duties as assigned by the Supervisor.

### **Education & Experience:**

- High school diploma with some college experience preferred, but not required.
- 2 years prior experience working in a camp or recreational setting/environment and supervision of youth.
- Experience working with youth in sports, games, music/drama, and or outdoor activities.

### **Qualifications:**

- Excellent communication and interpersonal skills are critical to the success of this position.
- Possess knowledge of various resources for programming ideas and the skills to utilize that information in program implementation.
- Possess knowledge of age appropriate activities and expectations of teens ages 10 to 13 years old.
- Ability to build relationships with clients, parents, members, staff and community groups in an effort to develop and grow the assigned program areas to ensure high quality program results.

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- Proven competencies in administration, supervision, program development and fiscal management of department budget, as well as excellent written and verbal communications skills.
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and creative thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Able to provide and receive constructive feedback.
- Proficient computer skills and experience with the internet, electronic communications and various software products, i.e. Microsoft Excel & Publisher.
- Able to fill in when a class facilitator is not available.
- Ability to observe confidentiality.

#### **Trainings & Certifications:**

- Must complete online Bloodborne Pathogens, Employee Safety and Youth Protection Series trainings prior to initial assignment to position.
- Must complete CPR/AED, First Aid, Diabetes Education, and Glucagon Administration trainings prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete Listen First training within the first 90-days of employment.
- Must complete Darkness to Light training within one year 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 on End Results:**

This position strongly influences the effectiveness with which the YMCA accomplishes its mission. The YMCA Tween Club Head of Group is committed to promote an environment that teaches values, is healthy and safe, and provides an opportunity for positive growing experiences:

1. Teen members are informed of Y programs and involved in various program areas.
2. Strong relationships with tweens are developed.
3. Programs are fun, safe and age appropriate.
4. High performing staff team high rates of program 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). Must be able to lift and/or maneuver large gym equipment.

**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 preventive 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 Kiley Shoemaker, Teen Development Director at (315) 498-2699 or email their application to [kshoemaker@syracuseymca.org](mailto:kshoemaker@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 September 26, 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.