



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: Youth Program Assistant

Reports To: Sports Director

FLSA: Non-exempt – Part-time

Work Location: East Area Family YMCA

Work Schedule: "Substitute" – various shifts in the afternoon, evening and weekends

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, health 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 Sports Director, the Youth Sports Program Assistant is responsible for assisting instructors and supervisors with programs at the YMCA. The incumbent is a team player who demonstrates strong skills in supervision, organization, member service, and has excellent verbal and written communication. The incumbent accepts, demonstrates and teaches the YMCA core values of caring, honesty, and respect and responsibility.

YMCA Sports Department Quality Service Theme:

We create a positive atmosphere by offering competitive and non-competitive athletic activities, and emphasizing sportsmanship for all.

Essential Duties & Responsibilities:

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

- Fosters an environment, which includes the four YMCA character development values of respect, responsibility, caring and honesty, in addition to teaching skills in team-building, good sportsmanship, friendship and pride in doing one's best.
- Provides a safe, healthy, moral and fun environment for all youth members.
- Act as a positive role model for the youth members in the programs. This includes actions, speech and attire.
- Ability to answer member and staff questions, concerns, and complaints in a timely and courteous manner.
- Contribute to the success of the sports program by being on time and prepared.
- Develop relationships with members, facilitate relationships between members and provide superior services.
- Other duties as assigned by the Supervisor.

Program Responsibilities:

- Teach and coach youth members in leagues and classes.
- Assist in running current leagues and help create new league for members.
- Attends necessary staff meetings.
- Maintains sound public relations between staff, coaches, participants and sports department.

Experience and Education:

- High School Diploma.
- At least three (3) years of work related/experience with sport programs.

Qualifications:

- Demonstrates excellent planning and organizational skills, ability to handle multiple projects simultaneously.
- Effective interpersonal and communications (oral and written) skills, as well as the ability to build and maintain positive working relationships with Vendors, Directors and Staff of all levels.
- Ability to analyze and solve problems.
- Computer proficient with good time management skills.

Trainings and Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete online Hazard Communication training within 90-days of employment.

- Must attend and complete YMCA Child Protection Series and Darkness to Light 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.

Effective Return on Investment:

1. This position ensures the delivery of high quality mission and market driven programs and effective supervision of YMCA services in the areas of sports programs.
2. Ensure program activities meet the needs of the program participants are age appropriate, meet safety and YMCA standards at all times.

Physical Demands:

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, climb a minimum of two flights of stairs (approximately every half-hour), lift/move and carry approximately 45 pounds, and use hands and fingers. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus.

Work Environment:

Work is normally performed in a typical sports/gymnasium environment. At times, the employee may be exposed to situations where injuries may occur. The noise level in the work environment is moderate to above average. Occasionally exposed to outdoor weather conditions and to wet and/or humid conditions in swimming pool areas may occur.

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 Mike Miller, Sports Director at (315) 637-2025, ext. 224, or email their application to mmiller4@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than December 21, 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.