



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

OUT OF SCHOOL TIME LEAD STAFF

FLSA Status: Non-Exempt
Reports to: Program Director
Leadership Level: Team Leader

Status: Part-Time
Revision Date: 08/07/2020
Primary Function: Youth Development

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Directs the implementation and activities of the YMCA Community Based Programs.

ESSENTIAL FUNCTIONS:

1. Manage, direct and coordinate the Afterschool Program Activities for assigned site.
2. Hire, train, evaluate and supervise assigned staff and volunteers. Make adjustments to supervised staff when needed to accommodate the needs of the program.
3. Provide leadership to staff and participants and exemplify traits of a positive role model by being honest, trustworthy, responsible and diligent in fulfilling the responsibilities of the grant.
4. Plan program activities as required by the Scope of Services. Lead group activities and discussions, alternating with other staff and guest speakers as planned. Ensure that required activities take place within the time frame outlined in the Scope of Services.
5. Compile and submit reports on clients and activities no later than the (5th) day of each month for the prior month's reporting period.
6. Approve and submit time sheets to Supervisor by the required deadlines.
7. Approve and submit mileage logs, reimbursement requests and charge account receipts by required deadlines.
8. Prepare monthly activities calendar and submit to Supervisor by required deadlines. Upon receiving approval, distribute calendars to each youth's family no later than the first day of the current month.
9. Document all youth contact notes in client files.
10. Ensure transportation of participants to/from program activities is provided as scheduled;
11. Document and report incidents to Supervisor as they occur.
12. Ensure that adequate and appropriate documentation of program activities and client/family/community contact is maintained according to policies set forth by the YMCA and MDHS.
13. Attend MDHS training sessions as required by these entities and/or YMCA.
14. Conform with and abide by all regulations, policies, work procedures, and instructions.
15. Communicate with staff, management, clients, parents and all others in a courteous and professional manner.
16. Performs other duties as assigned.

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 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.

QUALIFICATIONS:

1. Ethical and honest character, willingness to make a positive difference in our community.
2. Education coursework in counseling, education, social work, juvenile justice or job-training related field preferred and/or equivalent work experience
3. Experience in human services, education and case management is preferred.
4. Supervisory experience preferred.
5. Two or more years working in a youth-related field preferred.
6. Commitment to serve the participants in the program; ability to work as a team in a non-profit environment; ability to adapt quickly in a constantly changing work environment; ability to work under pressure, follow through on assignments, and meet all deadlines is required.
7. A strong knowledge base of Microsoft Office, internet usage, and the ability to type is required.
8. Strong personal communication skills with organized written and verbal skills are also required.
9. CPR, First Aid and AED certifications and Bloodborne Pathogens training required **within 60 days** of employment and maintain current certification status thereafter.
10. Completion of YMCA’s MDHS Grant Training completed within 60 days of employment.
11. Completion of Y-USA New Employee Orientation **within 60 days** of employment.
12. Listen First Training completed **within 60 days** of employment.
13. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- 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.
- Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise children’s activities.

Note: This is a brief description of Out of School Time Lead staff’s responsibilities and is not limited to those described herein. YMCA management retains the right to add, delete, or modify any of these responsibilities at any time during employment.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____