



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

THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **LAYL Program Coordinator**

Schedule: Flexible, up to 40 hours per month

Job Type: Part-time; primarily active during school year

Job Code: 11-010000

FLSA Status: non-exempt

Pay Range: DOE

Reports to: LATC Director

Revision Date: July 2015

POSITION SUMMARY:

The LAYL Program Coordinator is responsible for the development, management and assessment of the Los Alamos Youth Leadership (LAYL) program, a youth leadership skills development program offering youth 9th – 12th grades opportunities to learn and develop leadership and conflict resolution skills; ways to increase confidence and build better relationships; personal success in outdoor team challenges. The LAYL Program Coordinator will ensure that the program is delivered within the Y's core values and areas of focus, with adherence to predetermined scope and budgetary guidelines. Also responsible for high-quality customer service, which includes, but is not limited to, meeting the internal and external customer needs; presenting a positive attitude towards the YMCA, its staff, and its programs.

ESSENTIAL FUNCTIONS & JOB DUTIES:

GENERAL JOB FUNCTIONS:

- Recruit 25-30 high school students registered to participate in the program ensuring all youth have fully committed to the program requirements.
- Prepare LAYL application and accept registration, maintain a file on participant contact information
- Advertise program recruitment for students through the media via news releases and any other appropriate venues.
- Develop budget projections coordinated with the annual LAYL calendar.
- Assist with JJAB video development for promotion at Reel Deal.
- Schedule with the LAYL facilitator dates for LAYL meetings to include orientation in July/August, ropes course in October, one check-in date (January/February) and graduation in April and ensure that dates have facilities, supplies, materials, and food as needed.
- Coordinate and plan all LAYL meetings.
- Assist and attend as needed in the individual team meetings.
- Assist as needed with signature events, i.e., bon fire, Wreaths Around America, LA Wild Day.
- Provide information as required for grant solicitation.
- Recruit at least 10 adult volunteers through Leadership Los Alamos.
- Provide adult volunteers with a listing of participants and contact information.
- Develop written contract/job descriptions for all adult volunteers requiring adult signature to ensure commitment. Hold an adult leader orientation meeting.
- Schedule and present one program for Leadership Los Alamos promoting LAYL. Presentation must include youth participation.
- Deliver presentations at JJAB meetings and as required.
- Include LAYL information in all YMCA Program Brochures, website & social media (YMCA/LATC).
- Familiarize and update YMCA Welcome Center on LAYL activities.
- Implement LAYL registration procedure compatible with YMCA procedure.
- Implement LAYL accounting process compatible with YMCA.
- Update YMCA/LAYL Program Planner.

- Maintain a gallery of photos for use in web site and graduation DVD.
- Provide timely information on team activities to the JJAB coordinator for board reports and update on web site.
- Create a DVD of the year events for inclusions in graduation program.
- Schedule County facilities as needed for leadership sessions.
- Attend LAYL meetings as required.
- Communicate with High School Principal as required school based activities and for requesting student's time away from school.
- Coordinate a professional facilitator and assist with three scheduled Leadership sessions during the school year: including the Ropes Course program held in Santa Fe or Camp Shaver; a meeting in January / February, and graduation ceremony and wrap up in April.
- Prepare, distribute and collect Large Group Session evaluations and reports-- results sent to LATC Director and JJAB coordinator(s).
- With YMCA approval, purchase necessary supplies and materials for the program following Y purchasing procedures. (All costs are reported to LATC Director and JJAB accounting coordinator.)
- Maintain a log of program volunteer hours to be reported to YMCA and JJAB coordinator.
- Prepare and email monthly report including budget to the LATC Director and JJAB Coordinator(s).
- Communicate in some form at least twice a month with participants, including parents in the program.
- Attend monthly JJAB meetings as necessary.
- Meet regularly with LATC Director.
- Articulate and promote the mission and demonstrate the YMCA core values of caring, honesty, respect, and responsibility.
- Adhere to policies as stated in The Family YMCA Employee Handbook and in subsequent YMCA trainings and meetings.
- Other duties/tasks as deemed necessary.

RESPONSIBILITIES WHEN INTERACTING WITH YOUTH MEMBERS:

- Introduce LAYL participants to activities focused on: leadership, service-learning, social development, continued education, career goals, life skills, health, safety, and well-being
- Consistently demonstrate positive interaction with all LAYL participants; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect; firmly and consistently enforce the rules
- Ensure that LAYL participants are respectful of YMCA property; ensure all rules are followed while at any other event location
- Express clear expectations and hold LAYL participants accountable for adhering to them
- Help LAYL participants to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

RESPONSIBILITIES WHEN INTERACTING WITH PARENTS/GUARDIANS:

- Introduce yourself to parents and communicate with them regularly regarding program information: trainings offered for LAYL participants, field trip schedules and permission slips
- Encourage parents to participate or volunteer in special events and/or field trips
- Express appreciation for their interest in their child(s) participation in the program

JOB QUALIFICATIONS:

EDUCATION:

- Must have a minimum of a bachelor's degree or equivalent combination of education and experience

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or develop competency in the following areas:

- Experience working with teens ages 12-19 highly desired
- Supervising teens and presenting positive role modeling through all interactions with program participants

- Demonstrated experience in program management, and in supervising adult and teen volunteers
- Ability to plan and organize; record-keeping experience
- Flexibility, patience, and equanimity
- Strong group-work skills and the ability to delegate effectively
- To keep confidences, loyalties and practice professionalism
- Be reliable and dependable
- Must have excellent written and oral communication skills to meet with the public, youth and volunteers, and to interact with YMCA personnel;
- Able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record; able to pass a defensive driving course
- Work a flexible schedule to meet program staffing/planning needs, weekends, evening and holiday's may be required
- Exercise mature judgment and sound decision making
- Learn, follow and enforce local Y and national guidelines related to internal policies
- Pass a criminal background investigation
- First Aid and CPR certification (required to obtain after hire)

PHYSICAL DEMANDS:

- Drug Free as outlined in the Y's Substance/Alcohol Abuse and Testing Policy
- Lift 35 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats i.e....paper and digital
- Must have adequate hearing to respond to members and interact with the public
- Must be able to work in an environment with high activity and moderate to loud noise level
- Currently have excellent health and be free of communicable diseases

PROFESSIONAL EXPECTATIONS:

The LAYL Program Manager will present a competent and positive image of The Family YMCA through the professional and safe coordination of all Los Alamos Youth Leadership programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the LAYL Program Manager will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____