



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

## **THE FAMILY YMCA- JOB DESCRIPTION**

Job Title: **Youth Conservation Corps On-the-Job Trainer**      Schedule: 36-40 hrs. weekly  
Job Type: Seasonal (May-Aug)      Job Code: 05-060301  
FLSA Status: Non Exempt      Pay Range: \$12-\$16.15 per hr. DOE  
Reports to: Senior Programs Director      Revision Date: Feb 2014

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### **POSITION SUMMARY:**

The person(s) selected for this position will be responsible for working with the Senior Programs Director, the YCC Crew Leaders, and YCC Crew Members to ensure the successful completion of YCC project activities. The On-the-job Trainer facilitates and coordinates on-site training and application of learning with a quality work crew that participates in service-work according to the goals and values of the Youth Conservation Corps (YCC). The On-the-job Trainer will be responsible for scheduling training opportunities with local entities, supervising Crew Leaders in the coordination of projects, and offering on-site facilitation of training concepts as they are applied to each YCC project. This person is responsible for continuous high-quality customer service, which includes, but is not limited to meeting internal and external customer needs, and for presenting a positive attitude towards the Y, its staff, and its programs.

### **ESSENTIAL FUNCTIONS & JOB DUTIES:**

- Assist the Senior Programs Director with scheduling, reporting, evaluation and training of YCC Crew Leaders and Crew Members
- Maintain documentation of evaluations and timesheets for all YCC Crew Leaders and Members
- Utilize with competency computer software such as Microsoft Office and email and any other programs that may be used for program communication.
- Responsible for high level internal and external communications regarding the YCC Program that follow Y branding and policies.
- Work with Senior Programs Director and YCC staff to coordinate/plan/implement meaningful environmentally-related activities and trainings for all YCC Crew Leaders and Members
- Communicate with Community Department staff, YCC Crew Leaders and Members via e-mail and phone calls (as necessary)
- Supervise YCC Crew Leaders and Members on project sites; report progress to Senior Programs Director
- Work with Senior Programs Director to manage duties related to the scheduling of YCC projects and trainings
- Work with YCC Crew Leaders and Members to collect program evaluation data
- Uphold safety and Child Protection standards for all YCC activities
- Attend staff meetings and other meetings and trainings as required
- Maintain a professional appearance and manner reflective of Y standards.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

- Lift 40 pounds using proper technique
- Ability to work and adapt to varied outdoor terrains and weather conditions. The work sessions will be located in the desert and mountain environments of Los Alamos, New Mexico.
- Requires bending, lifting, pushing, stooping, carrying and other demanding physical labor
- Ability to walk 1.5 miles carrying a full day's supply of water, tools, etc

**(PHYSICAL DEMANDS & WORK ENVIRONMENT CONT.)**

- Ability to sustain high level of performance for at least 8 hours; work all day in the sun, and be able to walk out of the project site at the end of the workday.
- On the Job Trainers, Crew Leaders/Members will be exposed to stressful and physically and mentally demanding situations.
- Must have adequate vision to safely and effectively review documents in varied formats i.e....paper and digital and work with tools required for this position
- Must have adequate hearing to respond to members and interact with the public.
- Drug Free as outlined in the Y's Substance/Alcohol Abuse and Testing Policy

**JOB QUALIFICATIONS:**

**EDUCATION:**

Degree in environmental education or related field preferred and/or equivalent job experience.

**KNOWLEDGE/EXPERIENCE:**

Experience working with age group 14-25 preferred.

Experience/background in environmental/ecological education and programming preferred.

Must be at least 21 years old with a valid Driver's License and a clean driving record.

Must have experience coordinating and facilitating youth programs/education.

Must have experience and competency with Microsoft office (Word, Excel, and other programs).

Preferred:

- Program development

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

- Supervising others
- Planning and organize work in a timely manner to meet deadlines
- Supervising well-coordinated, high-quality projects
- Working a flexible schedule to meet program staffing/planning needs.
- Exercising mature judgment and sound decision making.
- Communicating effectively both orally and in writing.
- Learning, following and enforcing local Y and national guidelines related to internal policies.

**PROFESSIONAL EXPECTATIONS:**

The YCC On the Job Trainer will present a competent and positive image of The Family YMCA through the professional and safe coordination of all YCC programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the YCC On the Job Trainer 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: \_\_\_\_\_