



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

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

Job Title: **Y Earth Service Corps (YESC) Coordinator** Schedule: Avg 8 hours p/wk through school year, increased hours for summer activities  
Job Type: Part Time Job Code: 12-010000  
FLSA Status: Non Exempt Pay Range: \$12-15 per hr. DOE  
Reports to: Los Alamos Teen Center Director Revision Date: July 2015

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### **POSITION SUMMARY:**

The YESC Coordinator will introduce participants to the world of environmental studies and service learning through opportunities for environmental education and action, leadership development, service in the community, and cross-cultural awareness. YESC staff and participants initiate and implement projects that develop leaders, inspire individuals, and highlight the importance of sustaining our planet. The person selected for this position will be responsible for working with the Los Alamos Teen Center Director and other LATC Staff to ensure the successful administration, planning and direct delivery of the Y Earth Service Corps (YESC) program. 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 toward the Y, its staff, and its programs.

### **PROGRAM SUMMARY:**

Nationally, the YESC empowers young people to be effective, responsible, global citizens by providing opportunities for environmental education and action, leadership development and cross-cultural awareness.

LOCALLY, we combine volunteer service, environmental education and work experience in a program that focuses on trail improvement, landscaping, watershed restoration, fire ecology, organic gardening, group-work, mentoring, and creative projects. Our supervised program includes training and safety seminars, educational and enrichment workshops, camping, indoor and outdoor service projects, and field trips.

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

- Assist the Los Alamos Teen Center Director with administration, development, scheduling, budgeting and marketing of the YESC program
- Work with other LATC staff and youth participants to plan, schedule, deliver and facilitate YESC activities and field trips
- Complete Van Driver Training through the Y, and drive a Y van as necessary to transport YESC participants on field trips off-site
- Maintain binders and folders for all YESC participant paperwork
- Keep an ongoing log of all YESC participant volunteer hours of service throughout the year; monthly/quarterly - provide a record of the total number of volunteer hours of each participant as well as the group as a whole
- Utilize with competency computer software such as Microsoft Office, email and any other programs that may be used for communication with Los Alamos Teen Center Director and Y staff.

- Work with LATC staff to coordinate/plan, facilitate/implement meaningful reflection activities for YESC program participants (to facilitate Service Learning)

**ESSENTIAL FUNCTIONS & JOB DUTIES:**

- Work with LATC staff and project partners to coordinate and facilitate meaningful environmentally-related activities and field trips for the YESC participants (could include: trail building and maintenance, tree planting, seed scattering, soil retention projects, erosion control, storm-water management, streambed profiling, GPS tree plots, field journal reflections, creative recycling/up-cycling art projects, peer education with local Y camps, camping, climbing, hiking, backpacking, organic gardening)
- Work with Los Alamos Teen Center Director to manage duties related to the scheduling of YESC activities and field trips
- Supervise group of 10-20 YESC participants and present positive role modeling to all participants (ages 13-19)
- Foster cultural awareness and leadership development in youth volunteers
- Coordinate and lead at least 2 campouts for YESC participants
- Communicate with YESC participants and parents via e-mail (weekly basis) and phone calls (as necessary)
- Purchase supplies for YESC activities and campouts as necessary
- Work with the Los Alamos Teen Center Director to create PR and marketing material for YESC activities (help write press releases, fliers for YESC community events, etc.)
- Work with YESC staff and parents to collect program evaluation data
- Uphold safety and Child Protection standards for all YESC activities
- Attend staff meetings and other meetings and trainings as required
- Maintain a professional appearance and manner reflective of Y standards.

**JOB QUALIFICATIONS:**

**EDUCATION:**

- College degree in environmental education or related field preferred and/or equivalent job experience.
- Desire/Experience working with age group 13-19 in outdoor environment preferred.
- Experience/background in environmental/ecological education and programming highly desired.

**PHYSICAL DEMANDS:**

- Lift 40 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.
- Drug Free as outlined in the Y's Substance/Alcohol Abuse and Testing Policy

**KNOWLEDGE/EXPERIENCE:**

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

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- Must be at least 21 years old, must have a valid driver's license and clean driving record in order to meet Y Van Driver requirements.
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow, and enforce local Y and national guidelines related to internal policies.

**PROFESSIONAL EXPECTATIONS:**

The YESC Coordinator will present a competent and positive image of The Family YMCA and the Los Alamos Teen Center through the professional and safe coordination of all YESC programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the YESC Coordinator will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y's core 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: \_\_\_\_\_