



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

THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **Youth Mobilizers Coordinator (LATC)**

Schedule: Avg 8-10 hrs weekly

Job Type: Part-time

Job Code: 12-010000

FLSA Status: non-exempt

Pay Range: \$14 per hr.

Reports to: LA Teen Center Director

Revision Date: July 2014

POSITION SUMMARY:

The Youth Mobilizers Coordinator is responsible for the development, management, tracking, motivation, mentorship, supervision and assessment of Youth Mobilizers. Youth Mobilizers is a JJAB-funded youth leadership and project management skills development program offering youth in the 9th – 12th grades opportunities to learn and develop skills in: leadership, management, public relations, data gathering, communications and presentation skills. The Youth Mobilizers program also strives to increase confidence and build better relationships among youth peers and community groups. The Youth Mobilizers 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 internal and external customer needs, and for presenting a positive attitude toward the YMCA, LATC, its staff, and its programs.

ESSENTIAL FUNCTIONS & JOB DUTIES:

GENERAL JOB FUNCTIONS:

- Recruit students in the YM program;
- Advertise program recruitment for students through the media via news releases and any other appropriate venues (school visits, hosting meetings at LATC)
- Coordinate YM meetings (weekly mtgs with YMs as needed; monthly large-group teen mtgs at LATC; other mtgs with community partners as needed)
- Assist YM students with project identification, development, implementation, management, publicity, evaluation
- Assist with planning and coordinating special events and other YM-initiated programming, as needed
- Assist YM presentations to community and stake holder groups
- Attend meetings, participate and deliver presentations at JJAB meetings as required
- Provided timely information, photos and flyers on team activities to the JJAB coordinator for board reports and website updates
- Communicate with High School Principal/staff as required for school based activities and for requesting student's time away from school, if applicable
- Perform outreach throughout the year to teens, assigned schools, churches, and other community organizations
- Maintain all supplies, equipment and materials for the YM program
- Monitor budget expenses
- Manage the upkeep of records that are essential to control, evaluation, and reporting
- Prepare and email monthly report including budget to the LATC Director, YMCA CEO and JJAB Coordinator
- 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
- Positively represents the YMCA and Teen Center throughout the community
- Work in a team environment and encourage open communication regarding concerns/issues with YMs, other Teen Center members, parents and co-workers
- Comply with all emergency procedures appropriate to the site(s) and in conformity with procedures adopted by emergency service authorities to ensure the safety of the Teen Center members and staff

RESPONSIBILITIES WHEN INTERACTING WITH YOUTH MEMBERS:

- Introduce Youth Mobilizers 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 Youth Mobilizers; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect; firmly and consistently enforce the rules of LATC when on-site
- Ensure that YMs are respectful of YMCA property; ensure all rules are followed while at LATC, YMCA sites, or any other event locations
- Express clear expectations and hold Youth Mobilizers accountable for adhering to them
- Help Youth Mobilizers 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 YMs, 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; OR relevant experience plus degree in progress in related field (Sociology, Psychology, Human Services, or Humanities) preferred

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
- Must have experience in program management, and in supervising volunteers; ability to plan and organize; record-keeping experience
- To meet program goals as outlined in the Los Alamos Teen Center mission and goals
- Healthy interest in and appreciation for teens
- 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;
- Must be 23 years or older to apply, in order to adhere to our Child Protection mentoring standards
- 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

**THE FAMILY YMCA-JOB DESCRIPTION
COORDINATOR**

YOUTH MOBILIZER

- 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
- Currently have excellent health and be free of communicable diseases

PROFESSIONAL EXPECTATIONS:

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

In addition the Youth Mobilizer Coordinator 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: _____