



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION - STAUNTON-AUGUSTA YMCA

Job Title: **Youth Development Counselor - Teen Center**
FLSA Status: Non-exempt
Reports to: Teen Center Site Supervisor

Job Code: Hourly
Job Grade: \$7.50-\$9.00/hr.
Revision Date: January 2018

POSITION SUMMARY:

The primary work of this position will focus on coordinating and supervising the activities in the Teen Center and the Gym. The work of our Teen Programs involves enabling teens to explore interests and hone passions, build self-identity and community, and gain knowledge and support toward making appropriate post-secondary life decisions. The YDC - Teen Center will also be involved in other parts of our YMCA including supervision of all parts of the building as needed.

ESSENTIAL FUNCTIONS:

1. Supervised Engagement - A goal for this position is to make connections with the members using the gym and the Teen Center. YDC - Teen Center should participate and interact with these members and maintain oversight of these areas at all times.
2. Stay aware of all the students. Students will flock from one area to another. The YDC-TC must be aware of this and maintain oversight of these members. If a large group should leave the facility, the YDC-TC should be aware of this and may need to keep an eye on this activity as well.
3. Ensure that the students are signing in properly.
4. Walk through the building. The YDC-TC is part of the operation of the entire YMCA building. As such, they will need to check on the entire building including exits, locker rooms, pool and weight room. Remove trash and towels and monitor member behavior. Maintain regular contact with front desk staff.
5. Provide ideas in planning and organize action of activities.
6. Maintain leadership and control through example. Please be polite, helpful and respectful.
7. Promote and maintain safety practices and procedures at the Y.
8. Be prepared to respond to an emergency situation or altercation. Know location of first aid supplies, telephone, cleaning supplies, etc.
9. Encourage proper use of our equipment and facilities.
10. Find your own coverage if you need to miss a shift.
11. Be sure to lock up both doors to the Teen Center when closing. In times when the Teen Center is slow, we ask that you maintain supervision of the gym. You are a critical part of the operation of this Y.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's 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. A willingness to impact the lives of our youth in a positive way through Youth Development, Healthy Living and Social Responsibility.
2. One year of related experience is preferred.
3. Ability to use typical business software, office machines, digital camera and video camera.
4. Understanding of the role of volunteerism and teen programs within the YMCA.