



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Youth/Family/Adult Program Intern**

Salary Range: Unpaid

Employment Dates: Open

POSITION SUMMARY:

Under the direction of the Youth and Family Director, this position will work to complete projects and assigned tasks in the following areas: Youth programming including curriculum writing in areas including summer camp, STEM, fine arts, sports, etc. Family programming and curriculum writing. Adult programming including adult athletics such as leagues and tournaments. Will help plan and implement special events. Daily tasks could include creating flyers, preparing reports, writing press releases, grant writing, managing social media sites, etc. Student will be expected to help with manual file management, answer phone calls, call members with announcements and greet guests at the Welcome Center as needed.

Internship Hours

The Y is open Monday-Thursday 5:45am-10:00pm, Friday 5:45am-9:00pm, Saturday 7:30am-6:00pm and Sunday 11:00am-5:00pm. The schedule will be mutually agreed-upon by the Y and the student with a minimum of 65 hours required.

ESSENTIAL FUNCTIONS:

1. Ability to care for and manage children of diverse ages and backgrounds.
2. Plans and implements program activities which are culturally relevant, developmentally appropriate and consistent with YMCA values for youth, family, and adult community members.
3. Provide enjoyable experience for all community members, including growth and development opportunities.
4. Provide leadership and guidance for one or more specific activities.
5. Adheres to program standards and all risk management policies and procedures including those related to medical and disciplinary situations, child abuse prevention and emergencies.
6. Attends staff meetings, trainings, and special events as outlined upon hire date.
7. Maintains positive relations with youth, adults/guardians, and other staff members.
8. Ability to communicate positively with members, participants, and other staff.
9. Ability to multi task and complete assigned projects on time.
10. Ability to adapt to changing needs and circumstances, including strong problem solving and conflict resolution skills.
11. Must be able to lift fifty pounds. Will require bending, reaching, constant movement, etc.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. High school graduate or equivalent; one year or more of college preferred.
2. At least 18 years of age.
3. Previous experience working with youth and adults required.
4. Passionate about recreation programming.
5. Previous experience with diverse populations preferred.
6. Must possess good communication skills, both oral and written, and should have ability to set priorities, manage tasks, and meet deadlines.
7. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date.

PHYSICAL DEMANDS

Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

EFFECT ON END RESULT:

1. Effective relationship building that manifests into personal relationships with other members, staff, volunteers, etc.
2. Works well with other staff to promote YMCA values.
3. Models the YMCA Mission and Values while on the job.
4. Ability to live up to the "Staff Pledge" every day!
5. Provide Membership and Marketing Director with efficient support through completion of all designated support/clerical projects.
6. Provide quality reports and correspondence to appropriate staff and volunteers in a timely manner.
7. The quality of finished correspondence, reports, etc., will reflect the professional image of the Rochester Area Family YMCA.
8. Deadlines will be met, resulting in an efficiently functioning office.
9. A quality Customer Service philosophy will be incorporated into the daily work of the department.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions. We understand and mutually accept the above descriptions to the job to be performed:

Employee Date

Youth & Family Director Date