



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# JOB OPENING ANNOUNCEMENT

## Program Lead 1

Current Date:	2/20/2017
Hiring Supervisor:	Anthony Lambert
Number of Positions Open:	1
Date Position Begins:	As soon as possible
Applications Accepted through:	Ongoing
Date of Interviews:	Ongoing
Days and Hours:	M-F 2:00pm-6:00pm, as well as 20 hours of professional development as assigned
Location of Position:	Highland Jr. High
Wage:	\$9.69 +
Position Requirements:	<ul style="list-style-type: none"><li>• <u>Education Requirements</u>: 18 years of age and High School Diploma or equivalent.</li><li>• <u>Previous Work Experience</u>: Previous experience in child development, secondary education, recreation, working with youth or related fields. Experience with budgeting, management, supervision and curriculum development.</li><li>• <u>Certification Requirements</u>: CPR, First Aid, Food Handler Permit, and Child Abuse Prevention Training– within 30 days of employment.</li><li>• <u>Must be able to pass a background check</u> with fingerprint process.</li><li>• <u>Computer Proficiencies</u>: Google Platform (Gmail, Calendar, Google Docs), internet, basic typing skills.</li><li>• Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.</li><li>• Strong interpersonal, supervisory and leadership skills.</li><li>• Cultural awareness and competency in cross-cultural practice.</li><li>• Ability to manage relationships, group facilitation, problem solving, teambuilding coordinating communication and data collection.</li><li>• Ability to handle multiple tasks simultaneously and to prioritize appropriately.</li><li>• Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.</li><li>• Ability to attend all trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.</li><li>• Must be able to work autonomously within the YMCA core values of Caring, Honesty, Respect and Responsibility.</li><li>• Organized and manages time well.</li><li>• Reliable and dependable.</li><li>• Demonstrated success in an independent work environment.</li><li>• Willing to become certified to drive a van.</li></ul>



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- Spanish speaking and writing a plus.

**General Skills & Abilities:**

Under the guidance of the Site Coordinator, the Program Leader is responsible for planning, leading, and executing a wide variety of quality programs and activities for youth in the afterschool setting that are aimed at raising their academic, social, emotional, and physical well being. Along with other program leaders, this group of employees performs and interacts with the youth in every aspect of their afterschool experience. In addition to the above, all YMCA of Northern Utah employees are expected to:

- Provide customers with the highest quality service.
- Promote teamwork and cooperative effort.
- Maintain a clean, safe work area, practice good safety habits.
- Demonstrate the YMCA Character Values of: Caring, Honesty, Respect and Responsibility.

**Other Information:**

**WORKING CONDITIONS:**

- Ability to work in excess of a 20 hour week with irregular work hours.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Exposure to communicable diseases and bodily fluids.
- Must be able to lift and/or assist children up to 50 pounds in weight.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
- Ability to view data on a computer and/or on paper for long periods.

**Application Process:**

Please download and complete application from our website ([www.ymcautah.org/employment](http://www.ymcautah.org/employment)) and send with a current resume to:  
Daisy Navarro  
Dnavarro@ymcautah.org  
You will be contacted within 48 business hours regarding your application.