



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Northern Utah

Job Title: Program Leader

Wage: \$12.00 per hour

FLSA Status: Part-Time, Non-Exempt

Primary Location: Salt Lake County

Schedule: M-F: School Year 12:45pm-6:30pm

Primary Function: Youth Development

Reports to: Site Coordinator

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Site Coordinator, the Program Leader is responsible for creating a culture of Achievement, Relationships, and Belonging for every youth within our after school program. The Program Leader will help manage the day-to-day tasks of the after school program, from serving meals, to following a positive behavior management system, speaking with parents, mentoring youth, helping with homework, engaging with youth to form connections, data collection and lesson planning.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Ensure the safety of youth participants.
2. Promote the afterschool cultures of belonging, relationship, and achievement.
3. Develop, deliver and oversee fun, engaging lessons to youth within the afterschool program setting.
4. Collect data for grants on a regular basis
5. Develop and deliver lessons virtually as directed by site coordinator
6. Work as an in-ratio staff at assigned site(s)
8. Attend trainings to gain further insight of field.
9. Maintain a stable, safe and well-disciplined environment with set expectations for both youth and staff.
10. Provide direct supervision of all youth and ensure a child is never left alone.
11. Work with assigned site according to the necessary schedule, be considerate of time management and time off requests, and work with a positive attitude.
12. Communicate with Site Coordinator in regards to all successes and challenges, on a continuous basis.

***This is not an exhaustive list of job duties. Other duties, responsibilities and activities may change or be assigned at any time based on program needs.*



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QUALIFICATIONS:

- 18 years of age or older
- High school graduate or equivalent
- Strong interest in working with youth
- 6 months' experience with behavior management of youth in larger groups preferred
- CPR/First Aid (must include infant/child certification). Obtained within 30 – 60 days of hire
- Food Handlers Permit. Obtained within the first 30 days
- Must pass Department of Child Care Licensing background check prior to start date
- Proven track record of developing authentic and deepened relationships with others
- The ability to relate to diverse groups from all backgrounds and socioeconomic segments of community is essential.
- Bilingual with ability to speak any language other than English is a bonus!
- Comfortable with computer use as needed

LEADERSHIP COMPETENCIES:

- Engaging Community
- Communication & Influence
- Program/Project Management

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- Must be able to lift and/or assist children up to 50 pounds in weight.

EQUAL EMPLOYMENT OPPORTUNITY:

The YMCA of Northern Utah provides equal employment opportunities (EEO) to all employees and applicants. Applications for employment will be considered without regard to race, color, religion, sex, national origin, age or disability.

TO APPLY:

Interested applications should send a cover letter and resume to Joanna Libby: jlibby@ymcasaltlake.org

To learn more about the Y, visit us at ymcautah.org