



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA of Northern Utah Youth Programs Specialist

Job Title: Programs Specialist

FLSA Status: Non-Exempt, Seasonal **Job Grade:** 2

Reports to: Extended Programs Manager **Revision Date:** 6/29/2018

Primary Function: Youth Development

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. The Programs Specialist will be responsible for creating and delivering in-depth lesson plans and activities based in 1 of these 5 areas: STEM, Art, Literacy, Prevention, and Sports. The Program Specialist will be required to rotate throughout 5 programs during the school week, to insure all students within the YMCA are receiving the same curriculum education.

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 and intentionality 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 participants.
2. Promote the afterschool cultures of belonging, relationship, and achievement.
3. Develop and deliver fun, engaging lessons to youth within the afterschool program setting.
4. Manage components of specialty position, roles, behavioral expectations, incentive programs, etc.
5. Work as an in-ratio staff at assigned site(s).
6. Attend trainings to further insight of chosen specialty.
7. Purchase all curriculum and supplies needed to run activities for the youth, working within budget.
8. Work with other specialists to identify overlapping lessons, supplies, etc.
9. Work with partners and the community to identify guest speakers, field trips, or service projects that relate to the chosen specialty.
10. Communicate with Site Coordinator and Extended Programs Manager 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
- Interest in learning more about specialty
- 6 months experience with behavior management of youth in larger groups
- Current Department of Child Care Licensing approved CPR/First Aid (must include infant/child certification). Obtained within 30 – 60 days of hire.
- Food Handlers Permit. Obtained within the first 30 days.
- Department of Child Care Licensing fingerprinting and background check. Completed prior to starting within programs.
- Proven track record of developing authentic and deepened relationships with others
- Experience with diverse populations, including speaking any language in addition to English, preferred
- Comfortable with computer and research

LEADERSHIP COMPETENCIES:

- Program/Project Management
- Developing Self & Others
- Emotional Maturity
- Critical Thinking & Decision Making

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

Please send a current resume and cover letter to:

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