



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF THE NORTHWOODS

Job Title: Youth Enrichment Specialist

FLSA Status: Part time Non-Exempt

Revision Date: 12/9/2021

POSITION SUMMARY:

Under the direction of the Program Director or Executive in charge, the Youth Enrichment Specialist, in harmony with the Christian nature and Mission of the YMCA shall be responsible for the planning and implantation of Enrichment Programs that engage and hold the interest of participants with the potential to create, plan and implement new programs based on their own unique skills and interests. This position supports the academics, social-emotional growth, life skills practice and leadership development for older elementary and middle school age participants. This staff must model relationship-building skills in all interactions and develop and maintain positive relationships with community members, participants, parents, and other YMCA staff. This role will support the mission, purpose, and goals of the YMCA, while performing their job duties and responsibilities.

ESSENTIAL FUNCTIONS:

1. On an on-going basis plan, conduct and evaluate programs for developmentally appropriate activities and learning experiences for participants. Create opportunities to meet the changing needs of the participants.
2. Work with Program Director to formulate session curriculum plan and supply lists.
3. Provide frequent, positive and warm interactions with participants. Utilize positive guidance techniques which promote self-esteem and personal growth for participants.
4. Maintain a classroom environment that is safe, neat, and inviting.
5. Maintain effective parent relations with communications and ongoing documentation about participant's development in the program.
6. Maintain accurate, complete, and timely client and agency records and program attendance.
7. Act as a mandated reporter and conduct daily on-going health evaluations of participants to ensure safety and well-being of each participant, reporting conditions that require attention.
8. Attend all staff meetings/trainings and complete all YMCA new staff trainings withing 90 days. Assure own professional growth and maintain required records.
9. Act as a liaison between the YMCA of the Northwoods, program participants, parent/guardians, and the community. Build effective authentic relationships with members; helps members connect with each other and the YMCA.
10. Perform all other duties as assigned.

SKILLS AND QUALIFICATIONS:

1. Be at least 17 years of age
2. Effective verbal and written communication skills, along with the ability to effectively implement and share knowledge with participants.
3. Certification in First Aid and CPR or the ability to attain within 30 days of hire.



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EFFECT ON END RESULTS:

1. Effective relationship building that manifests into personal relationships with other members, staff, volunteers, families.
2. Works well with other staff to promote YMCA values
3. Models the YMCA mission and values while on the job
4. Maintains and grows high quality programs for participants

PHYSICAL DEMANDS.

1. Ability to perform all physical aspects of the position, including lifting/carrying 50 pounds, walking, standing, bending, reaching, lifting techniques and spotting skills.
2. Ability to speak, see and hear.

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.

I understand and mutually accept the above descriptions to the job to be performed.

Youth Enrichment Specialist

Date