YMCA of the northwoods

Job Title: Middle School Camp Youth Leader

FLSA Status: Part time Non-Exempt (20-30 hours/wk: July and August) Revision Date: 03/27/2024

**POSITION SUMMARY:**

Under the direction of the Program Director or Executive in charge, Middle School Camp Youth Leader, in harmony with the Christian nature and Mission of the YMCA shall be responsible for the supervision of camp participants throughout the camp day; as well as support Enrichment Specialists in a variety of tasks. This position supports the academics, social-emotional growth, life skills practice and leadership development of 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. Oversee all activities, ensuring a safe and inclusive environment for all participants program hours and free times. Create opportunities to meet the changing needs of the participants.
2. Work with Program Director and Enrichment Specialists to formulate session curriculum plan and supply lists.
3. Assist in the execution of a diverse range of engaging programs for middle school students.
4. Provide frequent, positive and warm interactions with participants. Utilize positive guidance techniques which promote self-esteem and personal growth for participants.
5. Maintain a classroom environment that is safe, neat, and inviting.
6. Maintain effective parent relations with communications and ongoing documentation about participant’s development in the program.
7. Learn and implement SMART service practices.
8. Maintain accurate, complete, and timely client and agency records and program attendance.
9. Work closely with other staff members to ensure the successful execution of enrichment camp program.
10. 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.
11. Attend all staff meetings/trainings and complete all YMCA new staff trainings. Assure own professional growth and maintain required records.
12. 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.
13. Perform all other duties as assigned.

**Skills and Qualifications:**

1. Be at least 18 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.

**EFFECT ON END RESULTS**:

1. Be at least 18 years of age.
2. Previous experience working with middle school-age children in and educations or recreational setting.
3. Effective verbal and written communication skills, along with the ability to effectively implement and share knowledge with participants.
4. Ability to work independently or as part of a team.
5. Certification in First Aid and CPR or the ability to attain within 30 days of hire.

**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.

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Youth Enrichment Specialist Date