



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cleveland County Family YMCA
Job Description

Position Title: Teen Coordinator

Exempt: No

Incumbent:

Branch:

Reports to: Family Director/Branch Director

Grade: VI

Pay Rate: \$15.71 Min \$19.63 Mid \$23.56 Max

General Function: Under the supervision of the Family Director and in cooperation with other YMCA Staff, and consistent with the Christian mission of the YMCA, the Teen Coordinator will be responsible for development, implementation, and coordination of all the middle school and teen activities for the assigned YMCA branch, its members, and the community. This position will provide direction and adhere to the stipulations of the Teen Mental Health grant.

Know How: To perform satisfactorily, the incumbent should bring the following skills and/or experience to this position:

- This position requires an individual with an enthusiastic personality, who will be a positive role model for staff, youth, and teens.
- Incumbent must present a professional image to parents and the general public.
- Incumbent must be highly organized, possess superior communication skills and supervisory abilities.
- Incumbent must be able to develop harmonious relationships with staff, members, and community leaders.

Physical Requirements: This position requires the following physical requirements.

-Walking -Lifting (50 lbs.) -Vision -Pushing/Pulling (100 lbs.)
-Kneeling -Sitting -Speech
-Hearing -Standing -Climbing

Principle Responsibilities:

- Plan, organize, implement, and evaluate all activities for middle school and high school participants at assigned Branch and surrounding facilities.
- Plan, organize, implement, and evaluate Mental Health Component per grant requirements and report data to appropriate person in a timely manner.
- Promote all programs, activities or special events to the membership and community.

- Recruit, train, supervise and recognize all staff and volunteers involved with related programs.
- Develop, plan, organize and implement Teen Nights, Weekends and other Special Events.
- Collaborate with Young Life and area churches to provide additional resources for Teen Programs.
- Represent the YMCA and maintain appropriate relationships with area organizations and community leaders.
- Lead Branch Teen Advisory Council.
- Maintain adequate records to evaluate, control and measure the effectiveness of Teen programs and their impact for grant reporting purposes.
- Work close with other departments to learn needs and develop teen programming.
- Develop, maintain, and grow relationships with area middle school and high school administrators and personnel.
- Carry out special projects as assigned.

Effect On End Results: The effectiveness of the incumbent’s performance will be measured by mutually agreed upon objectives. Furthermore, the effectiveness will be measured by:

- Program activities that are well received and supported by the teens, membership, and the community.
- Effective utilization of resources and collaborations.
- Significant growth of participants in assigned program areas.
- The morale, enthusiasm and effectiveness of employees and volunteers within assigned areas.
- The steady growth in professional skills and abilities.

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Staff

Date

Supervisor

Date

Misson: Helping ALL People Reach Their God Given Potential in Spirit, Mind & Body.