



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Kalamazoo Job Description

Job Title: **Social Emotional Learning (SEL) Specialist**

DOL Status: Full Time (\$17/hour-\$19/hour)

FLSA Status: Nonexempt

Reports to: SEL and Character Development  
Director

Primary Department: Youth & Family

Job Code: Service Worker

Job Grade:

Revision Date: December 2024

Leadership Level: Leader

### POSITION SUMMARY:

The Social-Emotional Learning (SEL) Specialist will play a vital role in supporting the social-emotional development of youth in the YMCA of Greater Kalamazoo's Out-of-School Time Programs. This position requires a dedicated and compassionate professional who will design, implement, and assess SEL activities and interventions for children, fostering a safe, inclusive, and supportive environment that promotes emotional well-being, positive relationships, and conflict resolution skills.

### 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. **Program Design & Implementation:** Develop and facilitate age-appropriate SEL activities, workshops, and lessons to help youth develop emotional regulation, self-awareness, empathy, and positive relationship skills.
2. **Individual & Group Support:** Provide individual or small group support to youth who may need additional SEL interventions, using evidence-based strategies to address emotional and behavioral challenges. Respond to and manage student crises or emotional distress, ensuring youth receive appropriate care and support during challenging situations.
3. **Parent & Family Engagement:** Provide resources and guidance to families on how to support SEL development at home including offering SEL workshops at family engagement events.
4. **Collaboration:** Work closely with OST program staff to integrate SEL practices into everyday activities and routines, ensuring that the SEL framework is consistently applied across all programs. Share strategies with staff on how they can incorporate SEL practices into their professional and personal life. Collaborate with teachers, staff, and families to implement behavioral management strategies that are rooted in SEL principles, focusing on promoting positive behavior and conflict resolution.



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

5. **Health and Safety:** Follow YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies. Remain current in First Aid and CPR. As required by Michigan law, report any suspected child abuse or neglect to proper authorities.
6. **Professional Development:** Stay current with trends and research in SEL and related fields, attending training sessions, workshops, and conferences to improve practice and SEL knowledge.

#### **QUALIFICATIONS:**

1. Must be at least 21 years of age.
2. High school diploma, GED, or equivalent.
3. Education and experience equivalent to one of the following options:
  - a. Bachelor's degree in Psychology, Social Work, Education, or a related field.
  - b. Associates degree in child-related field and 480 hours of experience
  - c. Minimum of 2 years of experience in social-emotional learning, counseling, or working with youth in an educational or afterschool setting.
4. Must be able to pass comprehensive background check.
5. Current First Aid and CPR certifications.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Must be able to participate physically with the children.
- Ability to work flexible hours, including split shifts and occasional evening or weekend events.
- Proof of negative TB test.