



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Kalamazoo Job Description

**Job Title:** Youth Development Staff – Maple Location

**Pay Rate:** \$15.00 per hour

**Program Hours:** Monday-Thursday 2pm-7:30pm, Friday 2pm-5pm & Occasional Weekends

### **POSITION SUMMARY:**

We are seeking enthusiastic Youth Development Staff to engage youth (8-14) in our Maple Youth Center. Responsibilities include creating a safe, welcoming environment, active supervision, mentoring, and leading educational and recreational activities. Ensure a meaningful experience that supports learning, growth, and development.

### **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. Youth Engagement:**

- Build positive relationships with youth by actively engaging during activities, providing guidance, and offering support with personal, social, and academic development.
- Assist in planning, organizing, and leading activities that promote positive youth development

#### **2. Creating a Safe and Welcoming Environment:**

- Promote positive behavior and conflict resolution through proactive strategies, ensuring a safe and supportive environment.
- Help with the setup and breakdown of program areas, ensuring activities run smoothly. Actively monitor the building to maintain cleanliness of designated spaces.
- Follow all Y policy and procedures and document incidents, accidents, or concerns according to Y policies.
- Ensure all youth are safe from abuse and as required by Michigan law, report any suspected incidence of child abuse or neglect to your supervisor and Children's Protective Services (1-855-444-3911).

#### **3. Communication and Development:**

- Maintain open communication with parents/guardians and Y staff.
- Participate in staff meetings and share ideas to improve the program.
- Commit to ongoing training and professional development opportunities to enhance skills and stay informed on best practices in youth development.

#### **4. Other Tasks as assigned**



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**QUALIFICATIONS:**

1. Must be at least 16 years of age
2. High school diploma preferred
3. Experience with youth preferred
4. CPR and First Aid certifications must be obtained within the first 30 days of hire.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Must be able to participate in activities with children
- Daily cleaning and light lifting to maintain a safe and healthy space