



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Cadillac Area YMCA Job Posting

Job Title: **Teen Center Staff**

FLSA Status: Part Time, Non-Exempt

Reports to: Director of Youth Development

Revision Date: 9-19-2022

Compensation: \$12.50-\$14.50/Hr.

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### **Position Summary:**

The Y Teen Center is the place to be! Provide supervision and mentorship for local 6th-12th grade students in our after school drop-in teen center. Applicants should have a heart for developing youth while facilitating a positive recreational and social environment. This position is 25-30 hours a week with the hours of 2:30pm-7:00pm, Monday thru Friday. Additional hours for planning, community outreach, teen nights and other related programming may be necessary.

### **Essential Functions:**

1. Engage proactive, positive risk management plan that will effectively minimize risk exposure and incidents. Provide for appropriate, timely, response when incidents do occur.
2. Provide direct program instruction, implementation and leadership.
3. Seek input from teens to determine available activity and recreational resources.
4. Maintain essential program data and reporting as it relates to grants, service reports and management needs.
5. Develop, implement, and oversee youth development programs that reflect community needs and maintain the YMCA's high standards of quality, safety, and caring. Develop and maintains collaborative relationships with community organizations.
6. Maintain best practices and security concerning computer hardware and password management.
7. Work with the Director of Youth Development to effectively promote youth development programs and resources. Prepare regular program information and details for marketing efforts.
8. Maintain graphic and branding standards while designing marketing materials.
9. Remain current in required and voluntary training in order to promote growth in spirit, mind, and body.
10. Provide excellent member service by exceeding member expectations. Ensure that all membership and program retention strategies are maximized. Work closely with entire YMCA team to ensure member satisfaction, tracking, and follow-up.
11. Engage in active listening with members in order to build relationships, understand individual's goals and interests, and take the initiative to assist in the achievement of those goals.
12. Be a positive representative of the Cadillac Area YMCA in the community at all times by reflecting the principles of Caring, Honesty, Respect, and Responsibility.
13. From time to time, undertake new responsibilities as may be deemed necessary for the YMCA by the Executive Director.

### **Qualifications:**

- Degree in related field or equivalent training and related experience.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community and experience working with all age groups.
- Proficient with current technology, desktop office computers and mobile devices
- Required training within in 30 days of hire: Child Abuse Prevention, Bloodborne Pathogens, Workplace Harassment, Internet Safety, CPR, AED, and First Aid

### **Benefits:**

- Retirement Plan
- Free YMCA Membership