FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Cadillac Area YMCA Job Posting

Job Title: **Youth Development Staff** FLSA Status: Part Time, Non-Exempt
Reports to: Youth Development Coordinator Revision Date: 8-20-2026
Compensation: $13.75-$15.00/Hr.

Position Summary:

Under the direction of the Youth Development Coordinator, the Youth Development Staff will be responsible for the planning, delivery, and evaluation of teen educational enrichment programming as well as afterschool teen mentorship. This is a part-time position (2-5 days/week - 2:30-7:00pm).

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 Youth Development Coordinator 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:

- 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