



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

## **THE FAMILY YMCA- JOB DESCRIPTION**

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| Job Title:   | <b>Y Earth Service Corps (YESC)–<br/>Summer Assistant Director</b> | Schedule: Varies, avg 20 hours/wk; M-Th<br>7:30 am – 12:30 pm; plus other planning/prep or<br>afternoon activity time as scheduled |
| Job Type:    | Part-time/Temp (May-August; 11 weeks)                              | Job Code: 05060101   |
| FLSA Status: | Non Exempt   | Wage Range: \$10-\$12/hour DOE   |
| Reports to:  | Community Programs Director  | Revision Date: June 2018   |

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### **POSITION SUMMARY:**

The person selected for this position will be responsible for working with the Community Programs Director and the Y Earth Service Corps (YESC) Summer Director to ensure the successful administration, planning and direct delivery of the YESC summer program. This person is responsible for continuous high-quality customer service, which includes, but is not limited to meeting internal and external customer needs, and for presenting a positive attitude toward the Y, its staff, and its programs. The YESC Director will introduce participants to the world of science, social justice and environmental studies through opportunities for environmental education and action, leadership development, and cross-cultural awareness. YESC staff and participants initiate and implement projects that develop leaders, inspire individuals, and highlight the importance of sustaining our planet.

### **PROGRAM SUMMARY:**

Nationally, the YESC empowers young people to be effective, responsible, global citizens by providing opportunities for environmental education and action, leadership development and cross-cultural awareness.

LOCALLY, we combine volunteer service, environmental education and work experience in a program that focuses on trail improvement, landscaping, watershed restoration, fire ecology, organic gardening, group-work, mentoring, and creative projects. Our supervised program includes CPR and First Aid certification, training and safety seminars, and educational and enrichment workshops.

### **ESSENTIAL FUNCTIONS & JOB DUTIES:**

- Assist the Community Programs Director and YESC Summer Director with administration, development, scheduling, budgeting and marketing of the YESC summer program
- Work with YESC Summer Director and youth participants to plan, schedule, deliver and facilitate YESC activities and field trips

### **ESSENTIAL FUNCTIONS & JOB DUTIES (CONT.):**

- Complete Van Driver Training through the Y, and drive a Y van as necessary to transport YESC participants on field trips off-site
- Maintain binders and folders for all YESC participant paperwork
- Utilize with competency computer software such as Microsoft Office, email and any other programs that may be used for communication with Community Programs Director or Y staff
- Work with Community Programs Department staff and project partners to coordinate and facilitate meaningful environmentally-related activities and field trips for the YESC participants (could include: trail building and maintenance, tree planting, seed scattering, soil retention projects, erosion control, storm-water management, streambed profiling, GPS tree plots, field journal reflections, creative recycling/up-cycling art projects, peer education with local Y camps, camping, climbing, hiking, organic gardening)

- Work with YESC Summer Director & Community Programs Director to coordinate/plan, facilitate/implement meaningful reflection activities for YESC summer program participants (to facilitate Service Learning)
- Work with YESC Summer Director & Community Programs Director to manage duties related to the scheduling of YESC activities and field trips
- Supervise up to 40 YESC participants and present positive role modeling to all participants (ages 11-17)
- Foster cultural awareness and leadership development in youth volunteers
- Coordinate and lead mid- and end-of-summer campouts for YESC participants
- Communicate with YESC participants and parents via e-mail (weekly basis) and phone calls (as necessary)
- Purchase supplies for YESC activities and campouts as necessary
- Work with the YESC Summer Director & Community Programs Director to create PR and marketing material for YESC activities (help write press releases, fliers for YESC community events, etc.)
- Work with YESC staff and parents to collect program evaluation data
- Uphold safety and Child Protection standards for all YESC activities
- Attend staff meetings and other meetings and trainings as required
- Maintain a professional appearance and manner reflective of Y standards.

**JOB QUALIFICATIONS:****EDUCATION:**

- College degree in environmental education or related field preferred and/or equivalent job experience.
- Desire/Experience working with age group 11-17 in outdoor environment preferred.
- Experience/background in environmental/ecological education and programming highly desired.

**PHYSICAL DEMANDS:**

- Lift 40 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats i.e....paper and digital
- Must have adequate hearing to respond to members and interact with the public.
- Drug Free as outlined in the Y's Substance/Alcohol Abuse and Testing Policy

**KNOWLEDGE/EXPERIENCE:**

Must have the ability to demonstrate and/or show competency in the following areas:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- Must be at least 21 years old, must have a valid driver's license and clean driving record in order to meet Y Van Driver requirements.
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Must pass CPR/AED/1st Aid certification by an approved provider within 30 days from original date of hire and maintain while employed.
- Communicate effectively both orally and in writing.
- Learn, follow and enforce local Y and national guidelines related to internal policies.

**PROFESSIONAL EXPECTATIONS:**

The YESC Summer Assistant Director will present a competent and positive image of The Family YMCA through the professional and safe coordination of all YESC programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the YESC Summer Assistant Director will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y's values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.

- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

**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.

**COMPENSATION:**

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Sports/Adventure director.

**JOB DESCRIPTION REVIEWED AND UNDERSTOOD:**

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_