



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## GREATER VALLEY YMCA POSITION DESCRIPTION

Job Title: Teen Program Coordinator  
Status: Part-Time/Full-Time (Non-Exempt)  
Reports to: Senior Program Director

Department: Program  
Revision Date: 03/21/22

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### POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living, and social responsibility. Develops, organizes, and implements high-quality YMCA program(s).

### ESSENTIAL FUNCTIONS:

1. Directs and supervises teen program activities to meet the needs of the community and fulfill YMCA goals and objectives.
2. Plans, supervises, and directs activities within the YMCA including but not limited to the following: Youth & Government, Leaders Club, Achievers, 7GI and Life Skills.
3. Establishes new program activities, expands programs within the community and is in direct delivery of those programs in accordance with strategic and operating plans.
4. Assists in the marketing and distribution of program information, organizes and schedules program registrations.
5. In conjunction with the Senior Program Director, develops and maintains collaborative relationships with community organizations.
6. Assists the Senior Program Director in the development and monitoring of program budget to meet fiscal objectives.
7. Coordinates use of facilities for program activities and events.
8. Organizes and conducts parent orientation meetings, as necessary.
9. Plans, coordinates, and monitors teen summer camps including CIT, LIT and specialty camps.
10. Assists in YMCA fundraising activities and special events.
11. Models' relationship-building skills in all interactions. Responds to all member and community inquiries and complaints in a timely manner as defined by the organization.
12. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.
13. Performs other duties as assigned in accordance with the planned Chart of Work.

### YMCA COMPETENCIES (Team Leader):

***Mission Advancement:*** Models and teaches the Ys values. Ensures an elevated level of service with a commitment to changing lives. Cultivates relationships to support fundraising.

***Collaboration:*** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience.

***Operational Effectiveness:*** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team.

***Personal Growth:*** Shares new insights. Facilitates change, models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate

behavior. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Associates degree in related field or equivalent preferred.
2. One to two years related experience preferred.
3. Minimum age requirement of twenty-one (21).
4. Prior to or within 90 days of hire must complete: Mandatory Reporter Training (30 days), Praesidium Training (90 days); Pediatric CPR with AED (30 days); First Aid (30 days); Bloodborne Pathogens (90 days).
5. Completion of YMCA program-specific certifications within designated period.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
7. Bi-Lingual (Spanish) Preferred.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient strength, agility, and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).
- The employee must occasionally lift and/or move up to forty (40) pounds.

**SELF-MOTIVATION & INNOVATION:**

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be." An elevated level of self-motivation and innovation/creativity is required to be successful at this position.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

Today's Date: \_\_\_\_\_

YMCA JOB DESCRIPTION FOR TEEN PROGRAM COORDINATOR

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