



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Y ACHIEVERS COORDINATOR JOB DESCRIPTION

Job Title: **Y Achievers Coordinator**

FLSA Status: Non-Exempt Part-Time

Reports to: Director of Youth Development

Revision Date: 7/10/23

POSITION SUMMARY (\$16-18/HR):

The Y Achievers Coordinator will be responsible for coordinating and implementing the college, vocational, career readiness, character, and leadership development components of our program. The Y Achievers Coordinator should create a positive rapport and interact with youth in a positive, warm, and nurturing manner. The Y Achievers Coordinator should also provide each student participant with the opportunity to develop academically, socially, mentally, and spiritually. Hired staff will promote and support the potential of all youth.

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate "Youth Protection Policy for Personnel and Volunteers" statement and abide by it.

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. Understand the YMCA's mission, programs, and core values.
2. Must implement innovative student engagement activities to drive program retention and student success, and select appropriate resources to achieve program goals.
3. Organizes, plans, and keeps program records effectively, ensure student data (attendance rosters, contact information, any and all forms of tracked data) are accurate.
4. Assist with parent meetings and workshops, as needed. Provides structured opportunities for staff and parents/caregivers to work together toward common goals for youth.
5. Apply strategies to assist youth in learning to express emotions in positive ways.
6. Assist with dismissal to ensure student safety.
7. Site coordinators should facilitate daily opportunities for youth to reflect on and respond to their experiences.
8. Submit evidence-based performance evaluations for Y Achiever Advisors on staff and provide coaching and support.

QUALIFICATIONS:

- Associate's or Bachelor's degree preferred.
- At least 1-3 years middle/high school teaching experience required.
- Basic understanding of the YMCA, its mission, goals, and objectives, and how these are essential to the operation of Y Achievers.
- Adhere to all rules, regulations, and policies set forth by the YMCA.

The Y: We're for youth development, healthy living, and social responsibility.



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- Possess a strong commitment to youth with a high sense of urgency to impact their lives in a significant way.
- Use active listening and verbal skills, including positive body language and tone of voice.
- Must be attentive to detail.
- Ability to adapt to change, problem solve, and course-correct as new information emerges.
- Use best practices, guidelines, and methods of youth development in daily work.
- CPR, First Aid, AED Certifications, and Child Abuse Prevention Training are required before job start date.

PHYSICAL DEMANDS:

- Ability to walk, stand, and sit for long periods.
- Must be able to lift equipment (up to 50 lbs).
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

SIGNATURE:

I have reviewed and understand this job description. I agree to fulfill my responsibilities as Y Achievers Coordinator in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

Employee Name

Employee Signature

Date: _____