

**Silver Bay YMCA  
87 Silver Bay Road  
Silver Bay, NY 12874**

**Job Description**

**Position Title:** Youth and Teen Coordinator

**Reports to:** Youth and Teen Director

**Classification:** Full-Time

**Incumbent:** Vacant

**MISSION:** The mission of Silver Bay YMCA is to foster a lifelong sense of belonging, strengthen relationships, and nurture spirit, mind, and body for all.

**DESIRED IMPACT:** Because of Silver Bay YMCA, personal and family bonds are stronger. People are more connected, respectful, and caring and have the confidence to develop to their fullest potential and impact the communities in which they live. They are inspired by the beauty of the landscape at Silver Bay and are better stewards of the environment.

**GENERAL FUNCTION:** To provide a creative and exciting program for teens that is at the same time age appropriate and safe. This person will monitor all the space being used by the teenagers. They will report to the Youth and Teen Director.

**SUPERVISION:** N/A

**KNOW HOW:** Individuals should have experience working with children preferable teenagers. Recreational and art skills are helpful in maintaining relationships. The ability to work in a team environment with your peers is also necessary for planning and program performance purposes.

**PRINCIPLE ACTIVITIES:**

1. Assume responsibility for the daily functions of the Teen Center in the absence of the Youth and Teen Director.
2. Coordinate with Camp Director, Front Desk Staff, and Member Guests to complete and finalize all Silver Camp enrollment forms from April to August
3. Teen staff work with flexible weekly program that offers a supervised teen center and variety of activities from lock ins (overnights), dances and leadership development, to youth grades 6<sup>th</sup> through 12<sup>th</sup>.
4. Meet with Youth and Teen director to schedule activities on a weekly basis. Prepare the necessary supplies as needed for activities. Present the monthly plans to the Youth and Teen director.
5. Meet with Youth and Teen Director weekly. This discussion is designed to ensure that teens are doing appropriate programs, enables leaders to discuss problems with peers, and help coordinate the programs for all teens.
6. Develop a supply list for monthly programs and submit the request to the Youth and Teen Director for approval. Follow through on food orders requests. This includes food from the Silver Bay Dinning hall for overnights programs, and special activities, as well as craft and miscellaneous supplies.
7. Keep an accurate attendance list of the teen's participants in each program run. Use customer friendly practices and turn in all attendance sheets to Youth and teen Director.

8. Participate in-group training program for emergency and first aid procedures, and other activities as scheduled by the Youth and teen Director. Leaders are encouraged to complete first aide and CPR course prior to fall.
9. Be punctual for work and beginning programs activities.
10. Must know where teens entrusted into there care are at all times, accountabilities and responsibility are paramount skills necessary for success.
11. Implement YMCA character development goals, caring honesty, respect, responsibility, and integrity each day.
12. Any other duties as assigned.

**ACCOUNTABILITY:** Successful development and delivery of Youth and Teen Programs that are responsive to the varied needs of our constituency. Through this program initiative we will continue to promote YMCA ideals by providing programs to members, conferences, the community and staff which encourage people to nurture their spirit, mind and body.

**BENEFITS:** In addition to a competitive salary and benefits package with includes a generous retirement plan and will receive a YMCA membership and access to all Silver Bay programs.

Download an application at [www.silverbay.org](http://www.silverbay.org) and send to: Jackie Palandrani at [jpalandrani@silverbay.org](mailto:jpalandrani@silverbay.org)