

Position: Teen Center Staff

About Us: Silver Bay YMCA Conference & Family Retreat Center was founded in 1902 and is in Silver Bay, NY. Its 700-acre campus along one mile of Lake George shoreline offers a wide breadth of programs for all people and ages. Silver Bay YMCA presently employs ~50 full-time staff members plus a seasonal staff of ~200. Silver Bay YMCA is consistently ranked one of the top ten family reunion sites in the country and is on the National Register of Historic Places with the U.S. Department of the Interior. Silver Bay is engaged in various on-going modernization projects, including the newly opened \$14 million William Boyd Center. As a mission-based organization, Silver Bay YMCA offers a broad range of community outreach programs.

Mission: To foster relationships, strengthen communities and nurture spirit, mind and body for all

Impact: Because of Silver Bay YMCA, connections between people and family are stronger. People are more connected, respectful, and caring. They have the confidence to develop to their full potential and to positively impact the communities in which they work and live. As a result, communities are more dynamic, inclusive and diverse. As stewards of Lake George, we inspire people to be stewards of the environment while they are visiting our magnificent campus and in their home communities.

Classification: Full-Time/Non-Exempt

Salary and Benefits: \$14.00 - \$15.75...Salary commensurate with experience. Excellent benefits package including health insurance, dental and vision insurance, retirement, paid time off and more.

Application Deadline: Applications accepted until the position is filled. Interviews for qualified applicants will begin immediately. Applications accepted until the position is filled. Interviews for qualified applicants will begin immediately.

General Function: To provide safe, creative, exciting, and age-appropriate programs for youth in grades 6th through 12th. The ideal candidate will monitor the program participants and facility and report to the Youth & Teen Director.

Qualifications:

- The ideal candidate should have experience working with children, preferably teenagers. Recreational and art skills are helpful in creating interest and developing relationships with participants. The ability to work in a team environment is also necessary for planning and program performance purposes.

Principle Activities:

- Able to work with a flexible weekly program that offers a supervised teen center and variety of activities from lock-ins (overnights), dances and leadership development to youth grades 6th through 12th.
- Prepare the necessary supplies for activities.
- Meet with the Youth & Teen Director on a weekly basis to discuss youth participation in programs, review issues/concerns, and coordinate programming.
- Develop a supply list for monthly programs and submit the request to the Youth & Teen Director for approval.
- Keep an accurate attendance list of the teen participants in each program and return all attendance records to the Youth & Teen Director.
- Participate in group training programs for emergency procedures and other activities scheduled by the Youth & Teen Director. Ideal candidates are encouraged to complete First Aid and CPR courses prior to Fall 2021.
- Maintain Silver Bay YMCA's commitment to customer service by being punctual, prepared for programs, and friendly to staff, youth and their parents/guardians.
- Responsible for knowing where teens are at all times, accountability and responsibility are paramount skills necessary for success.
- Implement YMCA character development goals, caring, honesty, respect, responsibility, and integrity each day.
- Any other duties as assigned by the Youth & Teen Director