

Position: Youth and Teen Coordinator

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: \$19.75 - \$24.00...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 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 back to the Youth and Teen Director

Qualifications:

Individuals should have experience working with children preferably 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:

- To coordinate and oversee the Leaders Club program through weekly meetings, various service projects and fundraising activities. Attend Leaders

Rallies with Leaders Club when necessary. Develop and grow the Leaders Club program through increased participation and attendance by members and potential new members.

- Assume responsibility for the daily functions of the Teen Center in the absence of the Youth and Teen Director.
- Coordinate with Camp Director, Staff, and Member Guests to complete and finalize all Silver Camp enrollment forms from April to August
- Teen staff works 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 6th through 12th.
- Meet with Youth and teen director and staff to go over the activities on a weekly basis. Prepare the necessary supplies as needed for activities. Present the monthly plans to the Youth and Teen director that the teen staff has planned as a group..
- 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.
- 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 Dining hall for overnights programs, and special activities, as well as craft and miscellaneous supplies.
- 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.
- 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.
- Be punctual for work and beginning programs activities.
- Must know where teens entrusted into there care are at all times, accountabilities 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.