



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: Youth Development Associate (Y Club)  
Status: Part Time Non-Exempt  
Reports to: Early Learning and Youth Development Director  
Department: Youth Development  
Date: July 14, 2025

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. The **Youth Development Associate** is responsible for creating a safe, positive and nurturing environment for children, while building cooperative relationships with parents/caregivers.

### 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 treat everyone with respect and dignity. We foster a culture of belonging where all individuals are valued for their contributions. **We are genuine:** we support each team member's professional growth. **We are hopeful:** we believe in the potential of every individual to make a positive impact. **We are nurturing** and 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:

- Create a welcoming, hopeful, determined, genuine and nurturing atmosphere that fosters a sense of belonging among the preschoolers and helps them gain confidence, build relationships, and thrive emotionally, socially, and academically.
- Create and maintain a clean and safe environment both physically and emotionally for all.
- Nurture children through programming dedicated to building achievement and relationships among youth and their families.
- Cultivate positive relationships and maintain effective communication with parents.
- Independently supervises a group of 15 students during morning/afternoon programming.
- Maintain program site, equipment and required program records.
- Assure compliance with federal, state, and local regulations as they relate to program areas, including ADA accommodation where appropriate. Ensures that YMCA program standards are met, and safety procedures followed as stated in the Employee Handbook.
- Attend and participate in family nights, program activities, staff meetings, and staff training.
- Demonstrate and support the objectives of the Y's mission statement and values by maintaining the Y-Voice in all that you say and do ~ welcoming, hopeful, determined, genuine, and nurturing.
- Implement curriculum within the established guidelines.
- Organized with the ability to prioritize, multi-task and problem solve.
- Prep and gather supplies, materials, etc. for each day.
- Must always conduct themselves in a professional manor in and out of our program site.
- Perform additional duties as assigned.

### YMCA COMPETENCIES (Leader):

- Critical Thinking & Decision Making
- Inclusion

**The Y: We strengthen the community through youth development, healthy living, and social responsibility.**

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## QUALIFICATIONS:

- Previous experience working with children in a developmental setting preferred.
- High school degree preferred.
- Must be at least 18 years of age.
- Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities.
- Previous experience working in varied educational or community settings preferred.
- Must have strong communication and organizational skills.
- Ability to work with minimal supervision.
- Must complete the following training at minimum (may require additional trainings based on program and location):
  - Emergency procedure training
  - CPR/First Aid and Blood Born Pathogen Certification
  - Mandatory Child Abuse Reporter Certification

## WORK ENVIRONMENT & PHYSICAL DEMANDS [edit as needed]

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift 25 pounds using proper technique.
- Ability to plan, lead and participate in activities.
- Outdoor exposure to wind, sun and winter and summer temperatures.
- Work in a team environment and encourage open communication regarding concerns/issues with children, parents or co-workers.

## EFFECT ON END RESULT:

- The Y will be recognized by the community as providing excellent and transformational programming that provides opportunities for all participants to learn, grow, and thrive.
- The Y will effectively connect and build relationships with its participants and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

## SIGNATURE:

Today's date: \_\_\_\_\_

I have reviewed and understood this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Supervisor's name

\_\_\_\_\_  
Supervisor's signature