



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NORM WAITT SR. YMCA JOB DESCRIPTION

### POSITION DETAILS:

**Job Title:** Program Specialist (Teen)  
**Status:** Part Time Non-Exempt  
**Department:** Sports and Recreation  
**Reports to:** Sports and Recreation Director  
**Job Grade:** Job Grade **Four**  
**Revision Date:** September 19, 2025

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### POSITION SUMMARY:

The **Program Specialist (Teen)** plays a vital role in advancing the YMCA's mission of strengthening community by connecting people to their potential, purpose, and one another. This position creates a safe, engaging, and supportive environment where teens can build confidence, develop leadership skills, and feel a strong sense of belonging, guided by the YMCA's core values—**Caring, Honesty, Respect, and Responsibility**—we foster a culture that is **Welcoming, Genuine, Hopeful, Nurturing, and Determined**.

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### KEY RESPONSIBILITIES:

1. Foster a warm and supportive environment where youth and teens feel a sense of belonging and develop confidence through achievement.
2. This role supports the supervision of youth and teen programming.
3. Ensure a physically and emotionally safe learning space for all.
4. Support the development and implementation of a curriculum that encourages positive development.
5. Provide active supervision of participants and their engagement throughout the program.
6. Build strong, positive relationships with parents and guardians, maintaining open and professional communication.
7. Prepare and organize materials for daily activities.
8. Ensure program space and equipment are clean, organized, and safe; promptly report any safety concerns.
9. Attend required staff meetings, trainings, and family engagement events.
10. Model professional behavior while following YMCA policies related to confidentiality, conduct, and behavioral expectations.
11. Adhere to all local, state, and YMCA policies and procedures, including ADA accommodations where appropriate.
12. Model YMCA values and uses the Y-Voice: Welcoming, Hopeful, Determined, Genuine, and Nurturing. Support and guide other staff in demonstrating these behaviors consistently across the program.
13. Perform additional duties as assigned to support the program and broader YMCA mission.

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## YMCA COMPETENCY AREAS:

- **Critical Thinking & Decision Making**  
Uses sound judgment to design and adapt programs that align with adolescent development, promote positive outcomes, and uphold safety standards.
  - **Communication & Influence**  
Builds trust and rapport with teens while maintaining appropriate boundaries. Communicates effectively and helps maintain a positive, collaborative program culture.
  - **Program/Project Management**  
Plans, coordinates, and delivers teen-focused programs aligned with YMCA mission and goals.
  - **Developing Self & Others**  
Serves as a positive role model for youth while supporting peer learning and promoting continued growth and development.
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## QUALIFICATIONS:

- Two years of previous experience working with youth in a developmental setting preferred.
  - Associate's degree preferred or equivalent experience.
  - Must be at least 21 years of age.
  - Ability to plan, organize, and implement age-appropriate/developmentally appropriate program activities.
  - Previous experience with diverse populations.
  - Strong communication and organizational skills.
  - Ability to work independently and as part of a team.
  - Understands that the YMCA is a public accommodation committed to compliance with the Americans with Disabilities Act (ADA).
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## REQUIRED TRAINING AND CERTIFICATIONS:

*(or willingness to complete within designated timeframe upon hire)*

- Bloodborne Pathogens Training (or equivalent approved by the YMCA)
  - Mandatory Child Abuse Reporting Certification
  - Emergency Procedures Training
  - CPR and First Aid Certification
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## WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds safely and repeatedly using proper technique.
  - Physically able to stand, walk, bend, stoop, sit on the floor, and move quickly to respond to children's needs.
  - Participate in active play, including indoor and outdoor activities in a variety of weather conditions.
  - Maintain continuous visual and auditory supervision of children in busy, dynamic environments.
  - Adapt to a fast-paced, team-centered work environment with frequent interruptions and shifting priorities.
  - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
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## IMPACT STATEMENT:

This role directly contributes to the Norm Waitt Sr. YMCA's mission by creating transformational experiences through meaningful connections, quality service, and a welcoming environment. In doing so, it strengthens both our Siouxland community and the broader impact of the YMCA across the country.

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

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**ACKNOWLEDGMENT:**

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

I acknowledge that I have received, read, and understand the responsibilities and expectations outlined in this job description.

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

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Employee's signature

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Supervisor's name

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Supervisor's signature