



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

POSITION DETAILS:

Job Title:	Youth Development Associate
Status:	Part Time Non-Exempt/Full Time Non-Exempt/Seasonal Non-Exempt
Department:	Youth Development
Reports to:	Director of Youth Development
Job Grade:	Job Grade Two
Revision Date:	September 19, 2025

POSITION SUMMARY:

The **Youth Development Associate** 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, nurturing, and engaging environment for children while supporting daily program activities and building strong relationships with families. Guided by the YMCA's core values—**Caring, Honesty, Respect, and Responsibility**—we foster a culture that is **Welcoming, Genuine, Hopeful, Nurturing, and Determined**.

KEY RESPONSIBILITIES:

1. Foster a warm and supportive environment where children feel a sense of belonging and develop confidence through achievement.
2. Ensure a physically and emotionally safe learning space for all children.
3. Support the implementation of curriculum that encourages positive youth development.
4. Provide active supervision of children, maintaining proper ratios and engagement throughout the day.
5. Build strong, positive relationships with parents and guardians, maintaining open and professional communication.
6. Assist with preparing and organizing age-appropriate materials for daily activities.
7. Ensure program space and equipment are clean, organized, and safe; promptly report any safety concerns.
8. Attend required staff meetings, training, and family engagement events.
9. Uphold YMCA policies and represent the organization with professionalism, integrity, and respect
10. Adhere to all local, state, and YMCA policies and procedures, including ADA accommodations where appropriate.
11. Model YMCA core values and use the Y-Voice: Welcoming, Hopeful, Determined, Genuine, and Nurturing.
12. Perform additional duties as assigned to support the program and broader YMCA mission.

YMCA COMPETENCY AREAS:

- **Critical Thinking & Decision Making:** Applies sound judgment and problem-solving in a dynamic youth environment.
- **Communication & Influence:** Builds respectful and supportive relationships with children, families, and team members.

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

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- **Functional Expertise (Youth Development):** Demonstrates basic knowledge and ability to support the delivery of safe, engaging, and age-appropriate youth programs in alignment with YMCA guidelines and values.

QUALIFICATIONS:

- Previous experience working with children in a developmental setting preferred.
- High school diploma or equivalent preferred.
- Must be at least 18 years old.
- Ability to plan, organize, and support age-appropriate activities.
- Experience working with diverse populations.
- Strong communication and organizational skills.
- Ability to work independently and as part of a team.

REQUIRED TRAINING AND CERTIFICATIONS:

(or willingness to complete within designated timeframe upon hire)

- YMCA-approved Bloodborne Pathogens Training
- Mandatory Child Abuse Reporting Certification
- Emergency Procedures Training
- CPR and First Aid Certification
- All state-specific licensing and training requirements for the state of employment (Iowa, Nebraska, or South Dakota)

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.
- Must demonstrate emotional resilience, patience, and the ability to remain calm under pressure.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

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

Employee's signature

Supervisor's name

Supervisor's signature