



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION:

Job Title: Teen Center Attendant
FLSA Status: Non-Exempt
Job Type: Part-Time
Reports to: Youth Programming Director
Revision Date: 10/8/2021

SUMMARY/OBJECTIVE:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility.

The Teen Center Attendant will assist in the supervision of Teen Center participants grades 5-12th. They are responsible for assisting in the planning, development, and implementation of the after-school program activities. They will help guided the academic and social development of children; ensuring a safe, enriching, and healthy learning environment.

DUTIES AND RESPONSIBILITIES

Applicants must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. Teen Center Attendants will be responsible for the following:

- Assist with setting up and implementing activities that are age appropriate and appeal to a variety of interests.
- Strong and effective communication regarding program-related concerns (i.e. behavioral concerns, areas where improvement is needed, suggestions and feedback).
- Provide proper supervision and care for program participants following YMCA procedure, as outlined during orientation.
- Maintain accurate classroom records as assigned and according to program requirements.
- Ensure children are behaving appropriately and following YMCA rules, while creating a safe environment for children to play.
- Actively engage with and mentor program participants and provide guidance to assist children in ways to effectively handle behaviors.
- Ensure cleanliness and consistent housekeeping of the Teen Center before, during, and after the program to provide a safe environment for participants.
- Serve as a positive role model, demonstrates professional behavior and understand positive youth development approaches to the academic and social development of youth.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

EDUCATION, EXPERIENCE AND SKILLS

1. Must be at least 18 years of age or older.
2. High School Diploma or equivalent. Bachelors preferred.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community and successful clearance of background check
4. A minimum of two years prior experience working with children under 13 years of age is preferred
5. Exceptional group management, problem-solving, and conflict resolution skills.
6. Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
7. Must be capable of implementing the daily administrative, program related, and supervisory responsibilities of an afterschool site.
8. Flexibility, with the ability to adapt to changing circumstances.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully preform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to preform essential functions.

- Sufficient strength, agility, and mobility to preform essential functions and to supervise program activities in a variety of indoor and outdoor locations.
- The employee must occasionally lift and/or move up to 20 pounds.
Role requires variable hours; days, nights, and weekends when required.

ADDITIONAL ELIGIBILITY/QUALIFICATIONS:

- Certifications must be obtained and maintained within the first 90 days: CPR, AED, and First Aid (training provided).
- Child Abuse Prevention and Blood borne Pathogens.

EEO STATEMENT:

The YMCA at the Austin Community Recreation Center (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absences, compensation and training.