



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

**Position:** Program Coordinator - Youth (Part-Time -Temporary) Grant Funded  
**Locations:** Northside YMCA  
**Hours:** M-F 3:00pm to 8:00pm and/or some Saturdays  
**Reports to:** Youth Program Director (CDBG)  
**Wage:** \$11.00 - \$12.00 per hour (Grant Funded)

### **Major Responsibilities:**

- Develop/implement programs that meet the needs of the Northside YMCA Youth Community Development Block Grant (CDBG) Program
- Achieve goals as outlined by City of Milwaukee Block Grant
- Promote an environment where kids trust and feel comfortable with adult role models
- Build relationships of trust, understanding, and respect between participants
- Maintain and complete incident reports and permission slips as needed
- Maintain accurate records for reporting on all youth, programs and activities
- Assist the Youth Development Director in organization, management, and direction of the teen program
- Supervise Youth Program Instructors
- Assume all responsibilities as deemed appropriate by the supervisor
- Responsible for strict adherence to all center/departments policies and procedures related to safety and conduct rules and other regulations
- The incumbent will insure programs run smoothly, safely, and that the participants grow through positive interaction with adults and their peers
- Implementation of quality CDBG Programming which meet member and community needs
- Create a friendly, constructive, and safe atmosphere for teens to learn skills, build self-esteem, and get along well with others through structured activities
- Increase the amount of neighborhood resident participants in our programming
- Achieve goals as outlined by City of Milwaukee Block Grant

### **Qualifications:**

- High school diploma required; some college preferred
- Practical knowledge of youth programming
- Must possess excellent communication, organizational and time management skills
- CPR and First Aid certification required within 60 days of hire
- Must exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA
- The incumbent must have the ability to relate to a diverse group of people that come from a wide socio-economic background in the community
- Solid organizational and time management acumen
- Position requires practical data entry and customer service skills
- Seek out and involve others using creativity, initiative, flexibility, energy, eagerness and genuine concern for today's youth.
- Actively values diversity and lives YMCA values: caring, honesty responsibility and respect
- Willing to make a difference and develop relationships
- Other duties assigned

### **Benefits:**

Excellent benefits include a free individual membership, discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

**Deadline:** January 20, 2017  
**Apply Online:** <https://apply.ymcamke.org>

*The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility*

**Equal Opportunity Employer  
THE YMCA WELCOMES A  
DIVERSE WORKFORCE**