



EMPLOYMENT OPPORTUNITIES

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TEEN INCENTIVE PROGRAM COORDINATOR

Branch: Wilson-Gray YMCA Youth and Family Center

Date of Posting: February 18, 2012

Full Description:

JOB TITLE: Teen Incentive Program Coordinator **FLSA STATUS:** NON-EXEMPT

REPORTS TO: Teen Director

GRADE: 4

SUPERVISORY RESPONSIBILITY: YES

POSITION PURPOSE

Under the direction of the Teen Director, the Teen Incentive Program Coordinator (TIP) is responsible for the overall coordination of the TIP program, adherence to state regulations, accreditation requirements and YMCA guidelines at the Wilson-Gray YMCA Youth and Family Center Branch.

ESSENTIAL FUNCTIONS

- Develop, implement teen programs that include, but not limited to Y-TIP, Youth & Government, Leaders' Club, and Sports Leagues that are designed to improve the spirit, mind and body of participants.
- Good Conflict Resolution and Mediation skills.
- Work closely with the Teen Director, and Program Directors to insure programs are representing the needs of branch teen participants.
- Serve as a member of the Teen Program team to insure shared resources, activities initiatives and programs.
- Serve as liaison to local high schools to enhance opportunities for academic achievement and improved attendance.
- Conduct outreach activities to serve teens that often go underserved.
- Assist with marketing and promotion of teen programs and have understanding of that relationship to overall membership acquisition and retention.
- Maintain a tracking database of all teen participants to report progress, accomplishments and produce specific reports to include: number of participants engaged in program, program retention, demographics, household information, academic achievement, and community service projects, etc.
- Supports and contributes to a safe, clean environment for staff and customers by implementing appropriate safety procedures and following YMCA guidelines.
- Monitor program budget(s) to ensure fiscally sound programs.
- Develop relationships with community leaders, including neighborhood councils and other non-profit organizations, to insure the needs of teens are being met.
- Interpret teens' concerns and exercise sound judgment in providing solutions.
- Assist in the development of new programs/promotions/special events.
- Ensure all materials for the Teen Department are current and stocked as needed. (Including inventory and ordering of merchandise, supplies, etc.)
- Inform appropriate branch staff and members of any change in time and place of class a minimum of 24 hours prior to effective date of change.



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- He/She must promote the best practices of customer service.
- Must represent the YMCA in a professional manner and promote a positive and cheerful environment during each work shift.
- Other duties and responsibilities as assigned.

POSITION REQUIREMENTS:

- College degree required.
- Must have 1-3 years of proven successful supervisory experience.
- Must have superior inter-personal skills, confidence and initiative to perform duties and make decisions to best serve the needs of the YMCA and its teen members.
- Must at least have 5 years of experience working with teen programs
- Must be in the position to model the philosophy of the YMCA's core values and mission.
- Must have good human relation skills and the willingness to serve members.
- Must have computer skills including word, excel, and database systems.
- Must have experience in budgeting.
- Math and writing skills needed.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to stand for long periods of time. The employee is frequently required to walk, sit, talk and hear, use hands and fingers, handle or feel, climb or balance, stoop, kneel, crouch and reach with hands and arms. The employee must frequently lift and/or move up to 45 pounds.

EFFECT ON END RESULT:

- The effect on the incumbent's fulfillment of this position will be measured by:
- The degree to which there is consistent growth and retention in membership.
- The degree to which there are positive outcomes from program surveys.
- The number of programs offered and attendance at programs and events.
- Improved school attendance, grades and graduation.
- A decrease in behavior issues & school suspensions

OTHER QUALIFICATIONS FOR POSITION

Certification in related program area(s)
Certification in CPR/First Aid

OTHER

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

- Caring: To be sensitive, understanding and responsive to the well-being of self and others.
- Honesty: To be truthful, ethical, trustworthy, sincere and fair in word and action.
- Respect: To value the worth of person and property. Treating others as you would have them treat you.
- Responsibility: To recognize, accept and fulfill the obligation to contribute to a better society.

How to Apply:

- *Submit cover letter, references and resume to: Clinton Hamilton, Wilson-Gray Family YMCA, 444 Albany Ave, Hartford, CT 06103 or Clinton.Hamilton@ghymca.org. No calls please.*

The YMCA of Greater Hartford is an Association open to all and committed to helping people develop their God-given potential in spirit, mind, and body. Our commitment is based on the belief that the purpose of this three-fold development is to live out the values of our Judeo-Christian heritage including Caring, Honesty, Respect, and Responsibility