SUMMARY OF POSITION:
Assist in implementing high quality YMCA Programs

Position Title: Y Achievers Advisor
Job Code: Y_ACHIEVERS_ADVISOR

FLSA Status: Non-Exempt
Job Grade (optional): 1

Classification: Part-time
Department: Childcare Services
Reports to: Y Achievers Coordinator
Revision date: 7/18/2022

PURPOSE OF POSITION:
This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the general supervision of the Y Achievers Coordinator, the part-time Y Achievers Advisor will assist in implementing the Y Achievers program at area high schools and middle schools. Provides direct leadership, supervision, instruction and motivation for volunteers and participants in accordance with YMCA policies and procedures and creates a safe and positive atmosphere that promotes safety and engagement.

ESSENTIAL FUNCTIONS:

- Facilitates program activities to meet the program outcomes as outlined in the grant.
- Facilitate lessons from a curriculum that develops social and life skills through positive role modeling and learning activities.
- Create an environment that is diverse, culturally sensitive and encourages participation from the students.
- Recruit participants for the program from the school.
- Provide growth and development opportunities for each participant through goal setting at the beginning of the program and reflection at the end of the programming period.
- Administer the pre/post surveys to students in the program.
- Provide opportunities for open communication with parents about their student in the program.
- Report all program changes and equipment needs to Y Achievers Coordinator.
- Attend scheduled staff meetings.
- Participate in planning and implementation of special events such as Career Clusters and College visits as needed.
- Other duties as assigned.
YMCA LEADERSHIP COMPETENCIES (Team Leader):

**Mission Advancement:** Models and teaches the Y’s values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

**Collaboration:** Champions inclusion activities, strategies, and initiatives. Build relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

**Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of the team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

**Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Behavioral Characteristics:** Welcoming, Nurturing, Determined, Hopeful, and Genuine.

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES:

- Must be at least 18 years old.
- HS Diploma; two years of college preferred.
- Minimum of two years of experience working with teens and youth.
- Well-organized and able to handle shifting priorities.
- Excellent verbal and written communication skills.
- Interest in adolescent development and significant evidence of emotional maturity, good moral character, judgment, integrity, and leadership capability.
- Learn, follow and enforce local Y and national guidelines related to internal/external policies.
- Current First Aid/AED/CPR Certification preferred but not required.

WORK SCHEDULE:

Flexible work schedule required.
Average of 10-15 hours per week; $15/per hour
Programming takes place Monday through Friday between 6am and 6pm.
Work schedules may vary per the needs of a specific site.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Frequent climbing, sitting, standing, pushing, walking, kneeling, and stooping.
- Ability to respond quickly and swiftly to emergency situations.
- Occasionally lift up 35 pounds using proper technique
- Ability to travel to various site locations in the local area on a daily basis.

Candidates please apply [HERE](#).