



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

TRI-CITIES FAMILY YMCA

Job Title: **HOST (Healthy Out of School Time) Coordinator**
Part-Time
Reports to: Fitness/Wellness Director

POSITION SUMMARY:

Plan, coordinate, and implement health and nutrition programming using the CATCH curriculum and subsequent materials with after school and/or summer day camp participants

YMCA COMPETENCIES

- Be dedicated to providing a healthy atmosphere for children and teens
- Be a role model for a healthy lifestyle and exude confidence in all people
- Have the ability to work independently with an emphasis on quality
- Possess some experience in staff scheduling, lesson planning and project management
- Effectively communicate verbally, in writing, and electronically
- Engage children and families in activities that build healthy lifestyles, character, and health education knowledge
- Be proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher) and Google Docs
- Utilize efficient time-management
- Follows YMCA policies and procedures; responds to emergency situations.

ESSENTIAL FUNCTIONS:

- Plans and oversees the day-to-day operations of healthy living programming for youth
- Organizes, schedules, develops and implements CATCH activities and nutrition lessons based on YMCA HEPA Standards
- Assures activities meet community needs and are in compliance with all laws, policies, regulations, goals and safety standards
- Develops and recommends marketing strategies and promotional materials for target audiences.
- Supervises staff; prepares work schedules, assigns tasks, trains, coaches and instructs as needed.
- Create and deliver a variety of youth programs that engage youth in developmentally appropriate projects ranging from social, recreational, educational and enrichment activities

- Develop and maintain a safe and supportive environment that responds to and supports the needs and interests of each child and fosters positive and supportive relationships with and between youth and staff
- Ensure programs meet standards of high-quality, YMCA best practices in Youth Development
- Provide outreach to and develop partnerships with other youth-serving agencies
- Promote activities and programming to attract new members, volunteers and collaborating partners

PHYSICAL DEMANDS:

Employee can demonstrate sufficient strength, agility, and mobility to perform the essential functions of the position.

WORK ENVIRONMENT

76,000 square foot facility with high level of contact with members and community. Various hours. Indoor areas of the YMCA as well as outdoor areas surrounding the Tri-Cities Family YMCA, including but not limited to: Mulligan's Hollow and Imagination Station. Periodic exposure to outdoor elements.

QUALIFICATIONS:

Required certifications: CPR, First Aid, AED.

At least one year of experience working with youth and teens.

Attend CATCH (Coordinated Approach to Child Health) training provided by YMCA

DISCLAIMER:

It should be understood that this job description has been developed as an outline for basic responsibility. Additional duties may be assigned by the Fitness/Wellness Director as deemed appropriate and/or necessary.