



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TRI-CITIES FAMILY YMCA

Job Title: Teen Adventure Center Staff

Hours: Part Time, Monday – Friday 2:30 – 6:30pm

OVERALL FUNCTION:

Lead and plan activities for teens in grades 6th – 8th to create a fun, positive, organized learning environment.

GENERAL DUTIES:

- Develop, supervise / lead programs for the Tri-Cities Family YMCA's Teen Adventure Center (TAC).
- Supervise daily sign-in and sign-out of teens
- Develop weekly and daily lesson plans for activities related to the month's schedule.
- Facilitate Rock Climbing for the program participants.

SPECIFIC DUTIES:

- Plan, organize, lead and evaluate a variety of educational, social, recreational and entertainment events, programs and activities for students in grades 6-12 in the TAC. Ensure all activities and programs are age-appropriate and meet the appropriate needs and skills of all teens.
- Maintain a safe and secure environment for all TAC staff and participants. Maintain incident/accident reports on a daily basis. Communicate any incident/accident situations to the TAC Coordinator immediately.
- Be cognizant of teen health concerns, as notified by the TAC Coordinator.
- Remain with the TAC Participants during each scheduled shift. Emergency or special situations need to be arranged, in advance, with the TAC Coordinator.
- Participate in pre-program planning and training, staff meetings and wrap up activities to the best of your ability.
- Communicate openly and effectively with the Fitness and Programs Director, TAC Coordinator, TAC Staff, Participants, Parents and Volunteers in order to provide excellent customer service. Report any changes and/or conflicts to the TAC Coordinator immediately.
- Ensure that all equipment is ready for each activity and is properly cleaned and stored at the conclusion of the activity or day. Responsible for the safe/proper use of equipment and supplies.
- Maintain the TAC program area in a clean and orderly fashion.
- Responsible for notifying the TAC Coordinator of any supply needs.
- Teach and supervise teens how to rock climb safely.
- Perform duties as assigned under the direction of TAC Coordinator and Senior Director of Programs by offering your services for other YMCA activities as needed and as your time allows (Special Events, Rock climbing, etc.)

QUALIFICATIONS:

- Must be at least 18 years of age.
- Ability to plan and lead recreational activities for teens in grades 6-12
- Previous experience working with children or teens, preferred

- CPR and First Aid Certified. (If not, willing to become certified through the Tri-Cities Family YMCA within two weeks of hire.) Certification must be from accredited agency
- Rock Wall Belay Certified. (if not, willing to become certified through the Tri-Cities Family YMCA within two weeks of hire.)
- Ability to establish and maintain effective and positive working relationships with the Tri-Cities Family YMCA staff, as well as the public.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORKING CONDITIONS:

- Will require indoor and outdoor activities. Exposure to outdoor weather conditions including sun, rain, and variable temperatures.
- The full range of physical movements is required such as walking, running, jumping, lifting, climbing and swimming.

NAME: _____

SIGNATURE: _____ DATE: _____