JOB TITLE: Teen Leadership Program Specialist
LEVEL:
SUPERVISOR: Executive Director
Teen Leadership
JOB CODE:
FLSA STATUS: Non Exempt
LOCATION: Community Services

POSITION PURPOSE

The Program Specialist is expected to help develop, manage and implement the overall strategy for delivering teen leadership programs and services that are responsive to member and participant needs. The Program Specialist will work with GPY Branch teen program directors to develop and maintain teen leadership programs. Together, the Program Specialist and the teen program directors will establish a consistent presence in Greater Philadelphia YMCA’s service regions, including a connection with area school districts. The Program Specialist will provide leadership in delivering quality GPY Teen Leadership programs that build and retain membership; develop and implement training programs that build a work culture that is responsive to members’ program wants and needs; establish relationships, contacts, and resources to position the branch and teen leadership for success in the community.

ESSENTIAL FUNCTIONS

- Assist with managing the daily operations and personnel of assigned departments and programs. Assist with preparation of establishing teen leadership program standards, preparing program descriptions, and monitoring teen leadership programs.
- Responsible for helping to plan, organize, implement and deliver teen leadership programs.
- Travel to branches to assist with creation & maintenance of teen leadership programs.
- Help create & maintain relationships and implement strategies for using various resources to promote the mission of the GPY.
- Identify risk management issues. Assist with providing coordination with teen leadership and branches to ensure successful communication, special events and program growth.
- Maintain knowledge of GPY policies and procedures, risk management, safety practices and applicable laws.
- Assist with developing community partnerships to create an awareness and understanding of the teen leadership programs offered by the GPY.
- Assist the Teen Leadership Leaders Team with schedules, curriculums,
- Assist teen directors with creating and implementing teen leadership curriculums.
- Lead by example at all times. Interact with a high level of professionalism and accountability.
- Perform other duties as assigned.
OTHER DUTIES AND RESPONSIBILITIES

- All Greater Philadelphia YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of work areas.
  - A commitment to Diversity and Inclusion.
  - Keeping youth & teens in the care of the GPY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency.

ENVIRONMENTAL CONDITIONS

Office environment with some exposure to noise

PHYSICAL REQUIREMENTS

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, children, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 75-100 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to balance, climb, and do other feats that convey peak physical fitness

REQUIREMENTS

- High School Diploma & 2 years of college with 3 years of working with youth and teens. Some teen leadership program and camp experience.
- Experience in staff supervision, committees and in providing leadership to groups.
- Proven success in developing and managing programs.
- Ability to operate PC, Microsoft Office Products and related software.
- Excellent oral and written communication skills.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence.
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Online Trainings (valid 2 years unless otherwise noted)
OTHER

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

- **CARING** Showing a sincere concern for others.
- **HONESTY** Be truthful in what you say and do.
- **RESPECT** Follow the Golden Rule.
- **RESPONSIBILITY** Be accountable for your promises and actions.

OUR MISSION

To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: ________________

Signature: ____________________ Date:__________

Supervisor: _________________