



YMCA of Indiana County			
Employee Job Description			
Position Title:	Youth Mentoring and Development Coordinator	Department:	BHLH
Reports To:	DYFE	Grade:	
Classification:	Full time/Part Time/ Seasonal	Job Code:	MENT-7102

GENERAL FUNCTION:

The Youth Mentoring and Development Coordinator (YM) is responsible for the operation and development of youth mentoring and other youth development programs including supervision, administration, promotion, delivery, quality, grant management and fundraising. Reporting to the Director of Youth, Family and Educational Programs (DYFE), s/he will develop and manage programs associated with our mentoring initiatives on and off site in neighboring communities, programs that support youth development initiatives and associated grants and fundraising initiatives. The YM is responsible for maintaining working relationships within the community and vendors while performing these duties in accordance with the policies, procedures and standards established by the YMCA of Indiana County. The incumbent will demonstrate a commitment to our YMCA Core Values of Caring, Honesty, Respect, Responsibility and Teamwork.

CORE COMPETENCIES:

- Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.
- Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

KNOWLEDGE – SKILLS - ABILITIES:

- Bachelor’s degree in youth development, education, social services, or other related field.
- Five plus years experience in management and/or providing leadership to multiple departments.
- Must obtain YMCA Leadership Competency: Team Leader
- Ability to lead others in a manner that helps them grow in their knowledge, skills and capabilities.
- Thorough knowledge of budgeting and ability to manage and oversee that process.
- Demonstrated leadership qualities, strong organizational, interpersonal and time management skills, project management, problem solving, and detail oriented.
- Excellent communication, interpersonal and relationship building skills with an ability to negotiate and work with a variety of internal and external stakeholders.
- Personal qualities of integrity, credibility, and dedication to the mission of the YMCA.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Strong ability to motivate and inspire others.

- Ability to establish and maintain collaborations with community organizations.
- Ability to make independent decisions, and determine the appropriate course of action.
- Able to manage complex and difficult situations with a high level of professionalism.

JOB RESPONSIBILITIES:

- Directs the development and operations of assigned YM and youth development programs.
- Manages and monitors the budgets related to the position and demonstrates sound fiscal management.
- Develops and maintains effective collaborative relationships with community agencies and organizations. Provides enhancement and training opportunities for staff and volunteer education.
- Assures compliance with YMCA quality standards as they relate to the development of programs. Ensures program standards are met and safety procedures followed.
- Ensures upkeep of related facilities and equipment.
- Manages all programs in alignment with grant funding expectations as required.
- Actively works to recruit and retain program participants in all programs through quality assurance standards and evaluation tools.
- Actively works to recruit and retain qualified staff and volunteers in program areas, and provides leadership to staff through orientation, supervision, training, program observation, and performance conferences.
- Ensures high quality programs through innovative program development, values and asset development, evaluations and on-going staff training.
- Acts as a member of the leadership team and works cooperatively with all other departments.
- Provides leadership to fundraising efforts associated with YM and youth development programs.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Must be able to bend and stoop occasionally
- Must be able to lift 25 pounds occasionally

EFFECT ON END RESULT:

The effectiveness of this position can be judged by:

- The number of participants in the Youth Mentoring (YM) program grows by 10+% annually.
- The number of participants in Youth Development Programs associated with the Mentoring Program grows by 10+% annually.
- The percentage of YM participants that are actively engaged is at or above 75%.
- Programming for YM participants is year-round and has appropriate volunteer support.
- The Annual Bowl For Kids (or similar) raises \$15,000+ for the program.
- All United Way logic model goals are met and subsequent year funding is secure.
- Grant funding of \$15,000 or more is secured annually to support the program and its' participants.

Employee

Date

Supervisor

Date