



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: Teen Advisor/Leader

Job Status: Non-Exempt

Reports to: Youth & Teen Director

Date:

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### POSITION SUMMARY:

The responsibility of the Teen Center Staff is to engage and build relationships with and mentor youth, grades 6th-12th while providing leadership and supervision to the teen center. Promote a positive, professional and welcoming atmosphere to youth & teens while exemplifying our YMCA values.

### ESSENTIAL FUNCTIONS:

- Interact with teens and build relationships while ensuring that all teens are adequately supervised at all times.
- Provide constructive activities that build assets for teens while in youth and teen program.
- Assist teen members in planning and promoting program activities and developing a yearly calendar to ensure that all activities are consistent with individual and program goals.
- Implement activities for youth and teens during afterschool hours, nights and weekends.
- Assist Youth & Teen Director with activities, special events and field trip when needed.
- Initiates, establishes and maintains strong communication with parents and other related groups, including complete information regarding programs, schedules and special events.
- Ensure safe and risk free environment at all times while meeting the individual needs of the youth & teens in line with the teen center and YMCA policies.
- Promote and support the YMCA HEPA (Healthy Eating and Physical Activity) standards.
- Attends and participates in all staff meeting to discuss group advisor activities, programmatic issues and program planning.

### QUALIFICATIONS:

1. Minimum 18 years of age
2. High school diploma or equivalent
3. Excellent interpersonal and problem solving skills
4. Ability to connect with people of diverse backgrounds
5. Willingness to work with others in a team environment
6. CPR and First Aid certified within 90 days of hire
7. Able to lift 20lbs

### **YMCA COMPETENCIES (Leader):**

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

### **HOW TO APPLY:**

Complete an [Employment Application](#) (also available at the Membership Desk).

Return with resume and cover letter to:

Logahn Walker

[lwalker@brymca.org](mailto:lwalker@brymca.org)

Boothbay Region YMCA

P.O. Box 500

Boothbay Harbor, ME 04538