



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OPEN POSITION ANNOUNCEMENT

**Position:** Program Instructor - Youth (Part-Time -Temporary) Grant Funded  
**Locations:** Northside YMCA  
**Hours:** M-F 3:30pm to 8:30pm and/or some Saturdays  
**Reports to:** Youth Program Coordinator (CDBG)  
**Wage:** \$8.50 - \$9.00 per hour (Grant Funded)

### **Major Responsibilities:**

- Implement programs that meet the needs of the Northside YMCA Community Development Block Grant (CDBG) Program
- Achieve goals as outlined by City of Milwaukee Block Grant
- Promote an environment where kids trust and feel comfortable with adult role models
- Build relationships of trust, understanding, and respect between participants
- Maintain and complete incident reports and permission slips as needed
- Maintain accurate records for reporting on all youth, programs and activities
- Provide supervisor to youth program participants
- Assume all responsibilities as deemed appropriate by the supervisor
- Responsible for strict adherence to all center/department policies and procedures related to safety and conduct rules and other regulations
- Implementation of quality CDBG Programming which meet member and community needs
- Create a friendly, constructive, and safe atmosphere for teens to learn skills, build self-esteem, and get along well with others through structured activities
- Increase the amount of neighborhood resident participants in our programming
- The incumbent will insure programs run smoothly, safely, and that the participants grow through positive interaction with adults and their peers

### **Qualifications:**

- High school diploma or equivalent
- Practical knowledge of youth programming
- Must possess excellent communication, organizational and time management skills
- CPR and First Aid certification required within 60 days of hire
- Must exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA
- The incumbent must have the ability to relate to a diverse group of people that come from a wide socio-economic background in the community
- Solid organizational and time management acumen
- Position requires practical data entry and customer service skills
- Seek out and involve others using creativity, initiative, flexibility, energy, eagerness and genuine concern for today's youth
- Actively values diversity and lives YMCA values: caring, honesty responsibility and respect
- Willing to make a difference and develop relationships
- Other duties assigned

### **Benefits:**

Excellent benefits include a free individual membership, discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

**Deadline:** January 1, 2018  
**Apply Online:** <https://apply.ymcamke.org>