



**Job Description**  
**Youth Program Leader**  
**YMCA of Central East Ontario – Quinte West Branch**

**GENERAL ACCOUNTABILITY:**

A program instructor is to supervise, instruct and lead participants in YMCA program in a manner that reflects the Core Values and Mission of the Association.

**KEY RESPONSIBILITIES:**

- Supervision of participants in our YMCA programs.
- Plan, implement and supervise age appropriate activities.
- Ensure all participants are properly signed in and out of programs.
- Ensure all participants are supervised at all times while in the programs (this includes the walkways, washrooms, water breaks, etc.)
- Supervision and guidance of all volunteers who assist in programs
- Responsible for the safety and well-being of all participants in programs.
- Ensure that participants are using equipment properly and all equipment is in safe working order prior to use.
- Communication with all parents and participants
- Communication with supervisor on a regular basis about program progression and/or concerns and issues with participants, parents, programs and staff members.
- Attend all staff meetings and professional development opportunities as assigned.
- Know, understand and follow the YMCA Core values of Caring, Honest, Respect Responsibility, and Inclusiveness.

**REPORTING RELATIONSHIPS:**

Reports to: Supervisor, Child, Youth, Family & Aquatics

**WORKING CONDITIONS:**

- Variable Hours – regular shifts will include evenings and weekends
- Multitasking and time pressures
- Requirement of Standard First Aid and CPR Level C
- Clear Criminal Record and Vulnerable Sector check



**EDUCATION/TRAINING/QUALIFICATIONS:**

- First Aid and CPR Level C

**EXPERIENCE:**

- Previous experience working with children and youth

**CORE COMPETENCIES:**

1. Integrity	Demonstrates responsible behaviour at all times and maintains high ethical standards.
2. Service Orientation	Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.
3. Commitment to Organization Vision and Values	Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.
4. Concerns for Health and Safety	Acknowledges and understands how to manage and educate others of risk and harm reduction.
5. Child and Youth Focused	Commits to assisting growth and development among children and youth.
6. Quality Focus	Ensure that all YMCA programs and services are superior.