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# MISSION DEDICATION TEAMWORK

Job Description- Teen Mentor  
MANITOWOC-TWO RIVERS YMCA

FLSA Status:  
Reports to: Youth and Family Lead

Revision Date: 08/29/2022  
Primary Function/Department: Teen Leader

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## POSITION SUMMARY:

Responsible for facilitation and leadership of the YMCA teen programs and activities. Specific program supervision and leadership areas are to include: Youth Supervision in Youth Areas, gyms and implementation of teen activities during programs. Evening and weekend hours. Part time position.

## OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

## LEADERSHIP COMPETENCIES:

As part of our holistic, YMCA-trademarked approach to leadership identification and growth, candidates for this particular role on our team will be expected to demonstrate strength and willingness to continually improve in the following areas:

- Relationships
- Inclusion
- Community
- Developing Others

## ESSENTIAL FUNCTIONS:

- Supervise, instruct and participate with youth, teens and families in various games and activities.
- Ability to organize and lead youth groups in a safe, professional, engaging manner.
- Help monitor and evaluate the effectiveness of and participation in programs
- Ability to adapt to situations and change course of action as group dynamics change



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- Able to work without constant supervision. Self-motivated.
- Emphasize and instill the Y mission and Y core values within our programs.
- Participates in staff and/or related meetings
- Assist in planning of activities ahead of scheduled shift
- Maintain a positive and professional work relationship with entire YMCA staff

#### **QUALIFICATIONS:**

- Individual needs to be outgoing, assertive, creative, flexible and have an eagerness to seek out and involve others with a genuine concern for today's youth and families.
- Experience in youth leadership and/or the strong desire to work with youth as a mentor/leader
- Experience in team building activities, group dynamics, conflict resolution and relationship building.
- Must have the following training within the first 60 days or hold current certificate
  - CPR
  - First Aide Training
  - Blood Borne Pathogens
  - Child Abuse Prevention for staff and prevention for reporting
  - Mandatory Reporting
  - Must pass a background check
  - Must be 21 years of age with a High School Diploma or equivalent
  - Must have valid driver's license

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees must observe/evaluate groups of youth/teens and staff by sight, sounds and active interaction.
- Minimum physical requirements include: standing, walking, activity participation for up to 8 hours.
- Able to lift up to 50 pounds



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	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
Values	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's Values within the organization and the community.	Incorporates the Y's mission and values into McGaw's vision and strategies.
Community	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
Inclusion	Works effectively with people to different backgrounds, abilities, opinions and perceptions.	Champions inclusion activates, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusions and diversity throughout McGaw.
Relationships	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic relationships to enhance support for McGaw.	Initiates the development of relationships with influential leaders to impact and strengthen the community.
Developing Others	Takes initiative to assist in developing others.	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others.	Ensures that a talent management system is in place and executed effectively.
Decision Making	Makes sound judgements, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills
Change Capacity	Demonstrates an openness to change, and seeks opportunities in the change process.	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging resources and creating alignment to



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				expand organization opportunities.
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\*Leader is the category for all McGaw employees who are not supervisors, managers, directors, etc. In this regard, ALL McGaw employees are leaders.

<b>For employees who directly supervise youth</b>	<b>For employees who do not directly supervise youth</b>	<b>For supervisors and administrators</b>
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures to managing high risk activates and supervising youths	Reports suspicious or inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths
Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> <li>• Custodians- ensures unused locker rooms and doors remain locked; routinely monitors high-risk locations</li> <li>• Front desk personal- ensures youths are</li> </ul>	Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures



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	properly signed in and out, ensures only authorized adults are allowed in the facility, etc.	
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization's commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

*I understand the role and responsibilities required to successfully fulfill this role on the Manitowoc-Two Rivers YMCA Executive Team.*

Signature \_\_\_\_\_ Date : \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_