



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CHOOSE YOUR OWN PATH

## WITH A CAREER AT THE YMCA

### NOW HIRING Youth Development/Afterschool Instructors Sturgeon Bay and Northern Door

Youth Development Instructors and Afterschool Instructors are responsible for implementing values-based, age-appropriate curriculum to school aged children during the out-of-school time. Programming areas might include, but are not limited to youth sports, youth and family fitness, non-physical, teen, adventure, and leadership programming. The ability to develop relationships with participants and their families, with the end result of laying the foundation of our mission and values, while also increasing understanding of the curriculum area are key deliverables in this position.

#### KEY QUALIFICATIONS

Youth Development and Afterschool Instructors must be at least 18 years of age to lead a class independently, or at least 16 years old to act as an assistant in the program. Previous experience leading, mentoring, and supervising school aged children is necessary. Position will necessitate the ability to exert physical movements including stretching, bending, jumping, lifting (up to 30 pounds) and general fitness-type activities. Relationship building skills and working in a collaborative spirit are key elements to success. This position requires the ability to be innovative, adaptable, adventurous and creative in an effort to engage and motivate participants of all abilities. Incumbent must maintain certification in CPR, AED and First Aid.

#### DETAILS

We are currently looking for Youth Development Instructors and Afterschool Instructors in both our Northern Door and Sturgeon Bay Program Centers. Work hours will vary with scheduled programming, but will mostly occur in the off-school hours. All positions are eligible for retirement benefits upon qualification. Free YMCA Membership and Program Discounts are included with all positions.

Full job description and application can be found on the YMCA website, [www.DoorCountyYMCA.org](http://www.DoorCountyYMCA.org).

#### Interested applicants can apply by submitting resume and references to:

Sherri Dantoin, VP Administration  
1900 Michigan Street  
Sturgeon Bay, WI 54235  
Email: [sdantoin@doorcountyyymca.org](mailto:sdantoin@doorcountyyymca.org)  
Phone: 920-743-4949



1900 Michigan Street - Sturgeon Bay - WI - 54235  
3866 Gibraltar Road - Fish Creek, WI 54212

P 920.743.4949  
P 920.868.3660 [www.doorcountyyymca.org](http://www.doorcountyyymca.org)



**DOOR COUNTY YMCA**  
Job Description  
**YOUTH DEVELOPMENT INSTRUCTOR**

**FLSA:**

**Non-exempt/Part-Time**

**Position Grade:**

**Grade D**

**GENERAL FUNCTIONS**

Under the direction of the Youth and Teen Director, and in accordance with the policies of the Door County YMCA, the Youth Development Instructor will be responsible for implementing and adapting a wide variety of enrichment activities for grades K-8. The Youth Development Instructor works with a specific group of youth according to schedule including interactive and enriching social and cultural experiences, ensuring the safety and security of program participants; and operating in accordance with state regulations and the YMCA philosophy and goals.

**KNOW HOW**

This position requires the basic understanding of youth growth and development in order to create and implement high quality programs and provide a safe, supportive, interactive, and engaging environment. The Youth Development Instructor also supports and upholds the YMCA's commitment to Child Abuse Prevention and Inclusion; must also pass and maintain required background screenings.

**PHYSICAL REQUIREMENTS**

The ability to stand or walk for long periods of time and perform physical activities that require considerable use of arms and legs is required. Must be able to lift up to 50 lbs.

**PRINCIPAL ACTIVITIES**

1. Provide positive classroom climate that encourages respect and responsibility and that is characterized by teamwork, camaraderie and inclusiveness.
2. Prepares lesson plans on a daily and/or weekly basis outlining program activities, ensures materials and supplies are available and ready for daily program activities, and ensures all program areas and supplies are clean and well maintained regularly.
3. Organize and lead youth in indoor/outdoor activities which meets group and individual needs, interests and considers diverse abilities.
4. Provide effective supervision of all children that is age-appropriate and assures the safety and well-being of all youth, at all times.
5. Positively interacts with children, parents/guardians and other team members to create a respectful, warm, supportive environment.
6. Demonstrate an appreciation of children's efforts and accomplishments and provide assistance and encouragement to program participants when needed.

7. Models self-control, respect and cooperation to children and other team members.
8. Utilizes youth arrival/departure to share information with parents/guardians and to build relationships.
9. Follows program schedule; starting and ending class on time.
10. Maintain confidentiality regarding all center staff, children, and families.
11. Supports the YMCA's mission and center operations as needed.

**EFFECT ON END RESULT**

1. The values of Caring, Honesty, Respect and Responsibility will be instilled in participants through lessons emphasizing building self-esteem, teamwork and positive self-image.
2. Positive relationships are developed with participants and parents/guardians to help recruit and retain satisfied participants and members.
3. Development of a positive attitude in the community towards the YMCA and it's programs.

The above statements reflect the general details considered necessary to describe the essential functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date