



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## WALLA WALLA YMCA JOB DESCRIPTION

**Title: Assistant Youth Engagement Director**  
**Reports to: Director, Youth Engagement**

**Open 8/30/2021 Until Filled**  
**Full Time non-exempt**

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### **POSITION SUMMARY:**

Works directly with the Director to assist in scheduling, supervising and offering youth engagement programs; managing staff, policies and procedures including full compliance with all youth-directed standards for the Walla Walla YMCA and community collaborations. Provides support in supervision of staff. May serve on as the onsite manager of offsite community youth collaborations on behalf of the Y.

### **ESSENTIAL FUNCTIONS:**

#### **Reporting & Compliance Requirements:**

- Implements, follows and enforces all YMCA, state, federal, and county established youth policies and procedures. Ensures staff are aware of and compliant with relevant policies; helps train staff as needed.
- Applies familiarity with Y-USA Child Abuse incident reporting procedures to ensure all staff are trained and compliant. Works with Director and CEO to report any incidents.
- Serves as point person in the absence of the Director in all emergencies, and to enforce facility emergency procedures and record keeping policies. Ensures timely and succinct reporting of all incidents to HR, Health & Safety and CEO.
- Reports any serious emergency and/or injury to the CEO as soon as possible. As needed requests support from Aquatics/Health and Safety personnel for any onsite injury.
- Ensures that fire extinguishers, first aid and other emergency supplies in areas of responsibility are current in coordination with Health and Safety Committee.

#### **Staff Support:**

- Collaborates with the Director to establish Youth Engagement program goals.
- Serves as backup to leadership for all core youth programs including Y CREW, Action Zone, Walla Walla Music Organization (WWMO) and Youth and Government (Y&G). Ensures staff in these roles understand their assigned duties and are performing them as expected.
- Helps supervise and develop staff and program coordinators. Assists with staff evaluations, hiring, onboarding and termination processes. Attends staff job interviews.
- Coordinates staff scheduling and payroll reporting with HR. Assists Youth Engagement staff and HR with time and attendance reporting.
- Assists Director in planning and executing monthly staff in-service trainings.
- Evaluates and makes recommendations for training improvements, policy changes and scheduling adjustments.

**Program Management:**

- Works with Director, Program Coordinators and other departments and collaborators to develop quarterly program schedules for all Y youth offerings.
- Communicates plans to Marketing for social media updates and Marketing-created signage. Ensures that all signage is Y Brand compliant and professionally displayed.
- Works with Membership Services Director to register all new youth programs in Daxko and to recommend youth for scholarships managed by Membership Services Director.
- Coordinates and ensure that supplies are ordered in time for projects.
- Works with accounting to understand budget and determine best practices for supplies, food, and other program needs.

**YMCA Competencies (Team Leader):**

Advances Mission and Cause: Facilitates equitable change for the good of the community. Builds bridges to ensure programs are community-focused and welcoming to all. Ensures all resources are mobilized to advance the Y's work and to meet community needs.

Builds Relationships: Collaborates to create sustainable relationships in service to the community. Listens and expresses self in a way that engages, inspires and builds commitment. Values all people for their unique talents and actively promotes diversity, inclusion and cultural competence.

Leads Youth Operations: Creates and implements innovative approaches and activities to ensure program goals are met and intended impact occurs. Facilitates relevance, effectiveness and sustainability of programs.

Develops and Inspires Others: Develops self and applies emotional maturity to support program participants, staff, volunteers, members and community partners to achieve their highest potential.

**QUALIFICATIONS:**

- Must be at least 21 years of age.
- High School diploma or equivalent, some college preferred.
- Established experience in education, recreation or relevant youth-oriented training with at least one year of Program Lead experience.
- Proven youth experience developing or leading programs and strong initiative in developing relevant programs.
- Ability to multi-task.
- Ability to work weeknights until 9:00 pm and/or weekends on occasion.
- Familiarity with Window's Office suite (Excel, PowerPoint, Word).
- Spanish language skills a plus.
- Must be First Aid/CPR certified within 30 days of hire.

**PHYSICAL REQUIREMENTS:**

- Ability to stand for a 4-hour block of time.
- Ability to lift at least 20 pounds.
- Ability to bend, squat and reach.
- Ability to climb under bleachers and climb stairs to access youth program supplies.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.