



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA OF SAN FRANCISCO

YMCA JOB DESCRIPTION - PRESIDIO

Job Title: Enrichment Specialist
Status: Non-Exempt
Status: PT; 25 hours/week
Start Date: August 2023
Planned End Date:

- San Francisco ASP sites: 6/26/2024

Reports To: Site Coordinator
Job Grade:
Salary Range: \$24-\$28/hour
Competency Level: Leader

THE Y VISION FOR 2030

(Building strong communities) Where you can be, belong, and become.

With the organization's mission of building healthy, sustainable, and equitable communities for all generations, the strategic priorities most relevant to this position: to enhance individual, staff, family, and community health & wellbeing; expand opportunities to all ages and life stages; and to advance a safe, collaborative, and sustainable future.

POSITION SUMMARY

Under the supervision of the Site Coordinator, this position is responsible for leading a variety of academic, enrichment, and/or recreational activities for youth in YMCA After School Programs. With the goal of fostering academic achievement for students, Enrichment Specialists will develop curriculums to support and supplement school wide efforts.

The Enrichment Specialist is responsible for creating and leading classes weekly to Middle school aged youth (6-8th), in subjects as decided by the program team and Site Coordinator. Programming must be intentional, follow YMCA curriculum guidelines, and be based in Youth Development Principles.

We are ideally looking for specialists in the following areas:

STEAM, Art, Sports, Culinary, Technology

After School Program dates:

1. San Francisco ASP sites: must be available August 16, 2023 – June 6, 2024

MINIMUM QUALIFICATIONS

- 18 years or older
- High School Diploma or equivalent, 48 units of college credit, or have successfully passed the SFUSD Instructional Aid exam
- Must be available: Part time, Monday-Friday, between 2:00-7:00 pm for scheduled enrichments
- Specialized skills: Knowledge, creativity, and interest in a variety of subjects that center in the goal of having youth developing vital skills that can be used, such as arts, music, culture, sports, health and fitness, etc.
- Able to supervise and guide youth
- YMCA approved CPR and First Aid certified (may complete upon hire)
- Fingerprint background check clearance
- TB Test clearance

PREFERRED QUALIFICATIONS

- Bilingual skills in Spanish, Cantonese, Mandarin, or other languages strongly preferred

- Connections in the local San Francisco, Peninsula, or Marin community

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Association Office human resources department prior to beginning the first day of work.
- Staff working on SFUSD campuses may be required to complete additional COVID safety trainings.

ESSENTIAL FUNCTIONS

1. **Prepare** lesson plans including weekly activities and supply lists.
2. **Lead** daily prep time to prepare for program, as well as to exchange ideas and receive program guidance.
3. **Communicate** progress, success, and challenges of youth to parents and families.
4. **Ensure** all youth are signed in and out of program appropriately.
5. **Manage** classroom and youth behavior in accordance with Beacon Code of Behavior and policies regarding supervision of young people.
6. **Help** coordinate and participate in after-school events and other Beacon-related functions.
7. **Promote** Western Addition Beacon outreach programs in school and community.
8. **Complete** all mandatory ADP Training Module safety training and Y-USA E-Learning before the first shift in the facility.
9. **Attend** staff meetings, trainings, and virtual facilitation trainings as required.
10. **Arrive** to work as scheduled and on time.
11. **Uphold** YMCA policies for safety, supervision, mandated reporting, and risk management.
12. **Demonstrate** the Character Counts values of caring, respect, honesty, and responsibility in all dealings with members, guests, volunteers, and fellow staff.
13. **Demonstrates** competencies and willingness to develop in the Cause Driven Leadership areas of Advancing our Mission and Cause, Building Relationships, Leading Operations and Developing & Inspiring Others.
14. **All** other duties as assigned by your supervisor.

YMCA LEADER COMPETENCIES

ADVANCING OUR MISSION & CAUSE

Facilitates, co-creates, and implements equitable change for the good of the organization and/or community; Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit; Secures resources and support to advance the Y's work; Engages volunteers and promotes social responsibility at all levels of the organization.

BUILDING RELATIONSHIPS

Creates sustainable relationships within the Y and with other organizations in service to the community; Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause; Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

LEADING OPERATIONS

Makes informed decisions based on logic, data, and sound judgment; Manages the Y's resources responsibly and sustains the Y's nonprofit business model; Executes superior technical skills for the role; Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community; Ensures program or project goals are met and intended impact occurs.

DEVELOPING & INSPIRING PEOPLE

Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential; Demonstrates ability to understand and manage emotions effectively in all situations.

While all competencies are significant the following are critical to success in this position:

- Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit
- Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause
- Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence
- Executes superior technical skills for the role
- Ensures program or project goals are met and intended impact occurs.
- Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential
- Demonstrates ability to understand and manage emotions effectively in all situations

EFFECT ON END RESULTS

- 75% of students will report they learned something new in their enrichment, clubs, and recreational activities.
- 85% of students will report that there is an adult in program who really cares about them through positive relationship building.
- 60% of students will report their enhanced enjoyment and engagement in learning is a result of the program.
- Students in program will feel more comfortable reaching out to staff because of the implementation of restorative practices.
- Clean and safe environment for members and employees
- Compliance with Covid-19 safety protocols

ACKNOWLEDGMENT

This job description is not meant to be all-inclusive. This position description is not a written or implied contract.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date