



YMCA

We build strong kids,
strong families, strong communities.

Project Manager/Academic Specialist Posting

Needed: Very motivated, organized individual who would love to work with Adolescents as a YMCA After School Project Manager at a Jr. High in the Ogden Area

After School Description:

Located in the Ogden City School District, the YMCA after school program engages a diverse population of students in grades 7-9th, in a wide range of academic, social and physical enriching activities that focus on the YMCA core values of caring, honesty, respect and responsibility. Daily activities include homework, outside/physical activity time, snack time, and activity/club time. Club topics include sports, games, computers, healthy education, literature, math, multicultural awareness, arts and crafts, cooking and much more. Students are able to interact with positive role models through dedicated staff members that truly take an interest in them and their development.

General Job Description:

YMCA of Greater Salt Lake is looking for candidates with an ability to build a cohesive afterschool team and program to benefit Jr. High age students in the Ogden area. YMCA after School Project Managers have the significant responsibility of developing a positive, welcoming and nurturing atmosphere to ensure that student participants are safe, secure, having fun and developing skills that will help them become successful adults and citizens. The general responsibilities include but are not limited to the following:

- Manage the YMCA afterschool program at a specified Jr. High.
- Be responsible for maintaining all of the afterschool program budgets and receipts.
- Complete and maintain all paperwork and reports required to maintain the 21st Century Grant.
- Attend weekly management meetings
- Hold weekly staff meetings
- Conduct staff evaluations
- Oversee training of all staff under your direction
- Lead activities for Jr. High age students that attend YMCA afterschool programs in the Ogden area. Activities are aimed at increasing student's academic, social, physical, emotional and spiritual wellbeing.
- Supervise a youth advocate, several program leaders and tutors.
- Coordinate the tutoring program.
- Create/organize and supervise club activities, field trips and homework.
- Build relationships and coordination with school personnel and community partners.
- Responsible to maintain appropriate students and family records (attendance, incident logs, behavior reports, progress reports, etc.).
- Provide a positive role model for students.
- Interact and inform parents of students' progress and community resources.
- Hold quarterly family nights.
- Maintain a program data base as requested

Qualifications:

BS or BA degree required. Must be at least 21 years of age. Previous experience in child-care, youth development and /or recreation. Very organized and reliable. Demonstrated success in an independent work environment. Must have computer skills and be proficient in word perfect and excel. Spanish speaking a plus!

Starts: August 16, 2010 (the week of August 16th will require attending 30+ hours of training)

Regular schedule: 40 Hours a week, 5 days a Week Monday- Friday 9:00-5:30 (some evening work)

Pay rate: \$12-\$14 an hour

APPLICATION PROCEDURES:

Download and fill out application at www.ymcasaltlake.org and e-mail application, two letters of recommendation and resume to mprantil@ymcasaltlake.org