

**YMCA of San Francisco**  
**Job Description**  
**Bayview Hunters Point YMCA Branch**

Title: **Program Leader – “Choizes” Teen Center**

Incumbent:	FLSA: <b>non-exempt 25 hours per week</b>
Supervisor: <b>Teen Services Director</b>	Salary Range: <b>\$15.00-16.00 per hour</b>
Branch/Dept: <b>BVHP-Youth</b>	Effective Date: <b>when filled</b>

**General Function:**

Under the direction of the Teen Services Director, the Program Leader will assist the Teen Services Director in overseeing and the build-up “Choizes” Teen Center serving youth ages 13-18. The Program Leader will assist the Director with the general organization, direction, and creation of new and innovative opportunities for our youth. This position is responsible for supporting the structure of the teen center and assisting with overseeing the enrichment and five activity tracks: Academic Track, College Track, Vocational & Career Track, Creative Arts & Cultural Expression Track, and Health & Wellness Track. Within these tracks, the program offers a wide range of structured enrichment activities focused on youth leadership and development, as well as activities within sports and recreation. The Program Leader will oversee our fully equipped music recording studio (Lyrix Lounge) and work with youth interested in creating beats, writing lyrics, or spoken-word poetry. The facility houses a computer technology center, a fitness center and weight room, gymnasium, and a comfortable lounge. The Teen Center operation hours are Monday through Friday from 2:30pm to 7:30pm; some Saturdays will consist of community and civic engagement activities.

**Qualifications:**

BA degree preferred; some college required; or 2-5 years working in diverse communities with urban youth; strong written, oral, documentation and communication skills; ability to relate to the complexities of young people. Knowledge and experience with music recording studio operation is desired.

Candidates must demonstrate initiative, have the ability to manage multiple tasks simultaneously, have a positive attitude, be attentive, and a team player.

**Know How**

Individual must demonstrate excellent organizational, relationship building, and communication skills. Must have the ability to interpret YMCA program philosophy, and

relate them to staff and participants in a positive manner. Exercises mature judgment and sound decision making.

### **Skills/Responsibilities required**

- Current Red Cross first aid/CPR certification (ability to obtain within 90 days of employment)
- Work effectively with urban youth, families, community members and diverse school/district staff
- Able to assist in implementing and supervising a positive learning environment, incorporating academics and enrichment
- Computer literacy: Windows-based operating system; making flyers, etc.
- Support our recreation programs for youth
- Experience working in a school and/or agency setting
- Assist students with high school academics
- Operational knowledge of music recording studio technology.
- Supervise and monitor youth in fitness center
- Fingerprint and TB test clearance

### **Skills/Responsibilities preferred**

- Experience working in a start-up program
- Class B License
- Bilingual (Spanish, Mandarin or Cantonese) preferred.

### **Job Responsibilities**

- Assist with integration of the center with other departments of the organization
- Assist with the maintenance and operation of the department's physical property, insuring club member safety at all times
- Understand and communicate the importance of completing high school
- Assist in community outreach with other teen agencies and community members to help support the Teen Center
- Attend all meetings, conferences and trainings as required, assist with any fundraising projects conducted by the YMCA, and assist with all YMCA-wide special events
- Assist with transporting Teen Center members in the YMCA vehicle, or on public transportation, as needed
- Any other duties the Teen Services Director might deem necessary to the best interest of "Choizes" Teen Center and the overall organization
- At all times maintain a professional appearance and manner reflective of the high standards of the YMCA of San Francisco