



Kentucky YMCA Youth Association

Position Title: Kentucky YMCA Fall Program Fellowship (August 1-January 31)

Reports to: Executive Director

Supervision Responsibilities: No

Organization Description: The Kentucky YMCA Youth Association develops engaged citizens and servant leaders inspired to affect change in their school, community, Commonwealth, nation and world. Through experiential learning, service and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens. Students in our programs build communication skills and confidence while developing a network of meaningful relationships with diverse students from around the Commonwealth.

Job Summary: Under the guidance of the Executive Director, this individual interacts with Student YMCAs and school groups for participation in various programs of the Association. This position works closely with members, sponsors, advisors, the Regional Directors, and fellow staff to ensure completion of key objectives outlined for the position. An understanding of the basic nature of the YMCA as an organization and the respective roles that are carried out by the volunteers and staff is essential.

Essential Job Responsibilities: Includes but are not limited to:

- Take lead on one special program (i.e. judicial) at KYA
- Support program registration in lead up to KYA
- Support regional directors with direct school visits and trainings
- Support GFI program writer with focus on middle school program
- Answer telephones in office two days per week
- Support one non-program activity (development, impact assessment, advocacy, etc.)
- Develop social media content
- Professionally represent the YMCA in the community
- Take steps necessary to maintain safety for self, staff and participants as outlined by the Kentucky YMCA directives
- Other responsibilities as assigned.

Qualifications and Experience Required:

- College degree or four years of relevant work experience.
- Previous experience working with middle and high school students preferred.
- Familiarity with the service area or community, its problems, needs and resources is preferred.
- Proficient in Microsoft Office.

Position Requirements:

- Ability to work collaboratively in a team environment.
- Excellent written and oral communication skills.
- Desire to be inclusive and embrace diversity.
- Capability to be flexible and work long hours during conferences.
- Be able to manage time and stress.
- Goal-oriented and results driven with attention to detail.
- Passion for the development of leadership, civic engagement and an ethic of service among young people.
- Ability to travel frequently on both short and long term trips.
- Ability to develop, manage and follow-through on projects under the guidance of staff leadership.
- Professional demeanor while representing the Kentucky YMCA Youth Association.
- Ability to speak credibly in front of large groups and educational professionals.
- Effectively relate to middle and high school students.
- Active imagination, sense of humor and ability to gain and hold the attention of young people through showmanship.

Fellow

Date

Executive Director

Date