



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

TEEN CENTER SITE SUPERVISOR JOB DESCRIPTION

Job Title: Teen Center Site Supervisor

Pay Rate: \$16-\$18 per hour

FLSA Status: Non-exempt

Status: P/T

Department: Teen Center

Reports to: Program Director

Revision Date: July 2026

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The primary work of this position will focus on developing, implementing, supervising and evaluating year-round opportunities that equip 11-18 year-old youth to learn, thrive, connect and contribute throughout their lives. The work of our Teen Programs involves enabling teens to explore interests and hone passions, build self-identity and community, and gain knowledge and support toward making appropriate post-secondary life decisions. The Teen Center Supervisor will also be involved in other parts of our YMCA including membership, special events, and other programs.

ESSENTIAL FUNCTIONS:

- Works with Teen Center Monitors to provide supervision to the Teen Center and to determine current needs for Teen Programs. Remains on-call to address situations that may arise in the Teen Center and in assigned programs.
- Meet with volunteer and staff applicants to assess areas of interest and determine possible placement of applicants. Screens volunteers and staff and forwards copies of applications to appropriate supervisors.
- Creates and maintains staff schedules, ensuring consistent coverage. Proactively manages staffing gaps and provides direct coverage when necessary.
- Plans and executes regular teen events and signature programming, such as "Teen Takeover" to drive member engagement.
- Maintains consistent, transparent communication with the Program Director regarding daily operations, program outcomes, and relevant staff or member updates.
- Develops and maintains relationships with community recruiting sources such as local high schools and colleges.
- Develops and recommends policies and procedures to ensure that these programs are the highest quality.
- Maintains program participant and volunteer files.
- Coordinates teen orientation, development, and recognition program(s).
- Surveys youth and works with youth boards to effectively coordinate youth programs.
- Adheres to Teen Center expense and supply budget. Maintains receipts and documentation.
- Adhere to policies related to boundaries with youth.

- Attend required abuse risk management training.
- Adhere to procedures related to managing high risk activities and supervising youth.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Performs other duties as assigned.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Must be 18 years of age.
- Associate's Degree in a related field or equivalent preferred.
- CPR/First Aid certified preferred.
- One to two years of related experience preferred, as a coordinator of people or activity.
- Ability to use typical business software, office machines, and digital camera.
- Excellent verbal and written communication skills.
- Ability to communicate with court officers and emergency personnel.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Organization and record keeping skills.
- Understanding of the role of volunteerism and teen programs within the YMCA.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. Ability to walk, stand, and sit (including on the floor) for long periods of time.
3. Must be able to lift and carry food and supplies weighing up to 20 pounds.
4. Ability to stand or sit while maintaining alertness for several hours at a time.
5. Position may require bending, leaning, kneeling, and walking.
6. Ability to speak concisely and effectively communicate.
7. Ability to view/enter data for long periods of time.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____