



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

MCGAW YMCA JOB DESCRIPTION

IDENTIFICATION:

Job Title: Youth Outreach Specialist

Classification: Exempt

Reports to: Bernard Rocca

Department: (80) Camp Echo

Full or Part-time: Full Time

Revision Date:

POSITION SUMMARY:

The Youth Outreach Specialist will work to establish and foster community relationships between McGaw YMCA and community businesses, schools, and other community partners. The Specialist will increase community awareness of Camp Echo and MetaMedia to broaden the impact of these programs on the youth of the McGaw community.

ESSENTIAL FUNCTIONS:

The Youth Outreach Specialist will be responsible for outreach initiatives with community resources on behalf of Camp Echo and Metamedia. The Specialist will coordinate and lead partnerships between McGaw youth programs and Chicago Area organizations and/or companies. The partnerships will be focused on opportunities that expand and improve upon the experiences of McGaw youth. The Specialist will also be responsible developing collaborations initiatives in order to offer youth the opportunity to build relationships within the community.

Camp Echo:

As part of the Camp Echo staff, the Specialist will develop and support community partnerships, both internal and external. They will ensure that campers attending Camp Echo through these partnerships have all the necessary resources and that their families are adequately supported throughout the process. In addition to facilitating opportunities for campers to attend Camp Echo's summer programs, the Specialist will cultivate opportunities to bring Camp Echo programs to community partners.

Specific responsibilities include:

- Develop and execute outreach efforts to Schools, community organizations, businesses and key stakeholders.
- Provide logistical support to supported participants' families through registration process and camp preparation.
- Work with partner agencies to hold Camp Echo information nights, as necessary.
- Support Camp Echo operations in Evanston during the summer months, including bus departures and arrivals.
- Must be able to make trips to Camp Echo during summer months for varying durations.

MetaMedia:

As part of the MetaMedia staff this Specialist will work to engage in youth outreach to draw youth to the space. They will develop a strong network of local partners to provide youth with myriad opportunities beyond participation at MetaMedia. This Specialist will be expected to be in the MetaMedia space working as part of the program staff at least one afternoon each week.

Specific responsibilities include:

- Develop and execute outreach efforts to Schools, community organizations, businesses and key stakeholders.
- Partner with key groups within the community.
- Ensure youth are given opportunities to build relationships among peers within the community.
- Work closely with MetaMedia manager to ensure MetaMedia offerings are delivered in a timely, efficient and professional manner consistent with the MetaMedia vision.

MCGAW YMCA LEADERSHIP COMPETENCIES: Leader

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
Values	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's values within the organization and the community.	Incorporates the Y's mission and values into McGaw's vision and strategies.
Community	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
Inclusion	Works effectively with people of different backgrounds, abilities, opinions and perceptions.	Champions inclusion activities, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusion and diversity throughout McGaw.
Relationships	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic Relationships to enhance support for McGaw.	Initiates the development of relationships with influential leaders to impact and strengthen the community
Developing Others	Takes initiative to assist in developing others	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others	Ensures that a talent management system is in place and executed effectively.
Decision Making	Makes sound judgments, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills.
Change Capacity	Demonstrates an openness to change, and seeks opportunities in the change process	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging Resources and creating alignment to expand organizational opportunities.

***Leader is the category for all McGaw employees who are not supervisors, managers, directors, etc. In this regard, ALL McGaw employees are leaders.**

QUALIFICATIONS:

- Strong organizational and communication skills
- At least 2 years experience working with Middle School Aged youth
- Proven track record multi-tasking, independently managing projects of varying scopes and time lines
- Flexible schedule that will accommodate some weekend and evening work, and overnight trips to Camp Echo
- Experience working with collaborative processes and structures

WORKING CONDITIONS:



I understand and agree to the above job as outlined in the above job description.

Team Leader _____

Incumbent _____

Date: _____

Date: _____

The Y: We're for youth development, healthy living, and social responsibility.