



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

Association Outreach Coordinator

General Function: The Association Outreach Coordinator will coordinate all mobile programs, events, and SPARK programming. Coordinator will lead community food education, nutrition, food distribution, and mobile fitness. This position will work closely with community partners and YMCA branches in delivering multiple programs at various times of the year. It will also provide instruction and leadership with the SPARK curriculum for designated sites where SPARK is being taught.

Duties and Responsibilities:

1. Deliver anti-hunger and physical activity programming at partner sites.
2. Get properly trained to handle food with food vendor.
3. Leader in promoting nutrition and healthy eating.
4. Ensure a positive delivery and encouraging environment with co-workers and participants.
5. Establish systems for regularly scheduled equipment inspections to ensure proper replacement and safety of all participants.
6. Ongoing relationship building with partnering organizations, community leaders, donors, parents and kids.
7. Support all programs and events that is in the overall vision of the YMCA's anti hunger initiative
8. Deliver SPARK curriculum at designated sites.
9. Creating weekly lesson plans and attending all staff meetings.
10. Keeping proper inventory records.
11. Ensure a positive delivery and encouraging environment with co-workers and participants.
12. Establish systems for regularly scheduled equipment inspections to ensure proper replacement and safety of all participants.
13. Support SPARK programming by participating in community events.
14. Other duties as assigned

Salary: \$20-22/hr. based off experience; part-time work schedule with a maximum of 28 hours a week

Benefits:

- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 14% retirement contribution upon eligibility
- Paid medical leave based on status and hours worked
- Paid YMCA risk required trainings

Job Requirements:

- Bachelor of Science degree preferably in exercise physiology, exercise science, kinesiology, physical education or related field. Equivalent combination of education and experience accepted.
- Possess a valid driver's license.
- Knowledge of physical education/exercise encouraged
- Must have a dynamic engaging personality with strong relationship building skills.
- Possess strong organizational and communication skills.
- Strong teaching skills.
- Strong self-starter and ability to work independently with minimal supervision.
- Proficient in Microsoft Office and experience with databases.
- Ability to track, record and ensure privacy of participant for data collection.
- Promote and represent the mission and core values of the YMCA of Lansing.
- Must be available for some evening and weekend community events.
- Completion of YMCA trainings within a required time frame. Trainings include:
 - CPR/AED, First Aid
 - Child Sexual Abuse
 - Harassment
 - Hazard
 - Slips, Trips, and Falls
 - Blood Borne Pathogens

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Apply in person at any YMCA of Lansing location or online @ www.lansingymca.org/jobs