

Youth Program Facilitator

Mon Valley Youth and Teen Association, Inc. (MVYATA)

Location: Donora, PA

Position Type: Part-Time



Mission Statement

Mon Valley Youth and Teen Association, Inc. mission is to serve youth and teens of the Mon Valley through programs and activities that provide and promote education, self-esteem, responsibility to self and others, and to seek to improve those condition in our society, which affect the youth of today and in the future.

About MVYATA

The Mon Valley Youth and Teen Association, Inc. is a trusted community organization serving children, teens, and families throughout the Mon Valley. Through after-school programs, summer camps, mentoring, food assistance, and family support services, MVYATA promotes academic success, social-emotional development, and positive life skills. Our team is committed to creating safe, supportive, and enriching environments where young people can thrive.

Position Summary

The Youth Program Facilitator plays a leadership role within MVYATA's youth programs by supervising Program Instructors, overseeing daily program operations, and ensuring high-quality activity delivery. This position also manages program supplies, snack/meal menu creation, food safety compliance, and budget adherence. The ideal candidate is organized, confident, and passionate about youth development, with the ability to lead both staff and youth effectively.

Key Responsibilities

Program Leadership & Staff Supervision

- Provide direct supervision, guidance, and support to Program Instructors during daily program operations.
- Assist with scheduling, task assignments, and ensuring instructors are prepared for activities.
- Serve as the on-site point of contact for staff questions, concerns, and program needs.
- Model professional conduct and positive youth engagement strategies for instructors.
- Communicate staff performance concerns or training needs to the Executive Director.

Program Facilitation

- Lead groups such as team-building, enrichment projects, leadership sessions, arts, recreation, and life-skill activities.
- Facilitate discussions that promote communication, confidence, and positive peer interactions.
- Encourage participation and help youth stay engaged, focused, and motivated.

Supply, Food Service, & Budget Management

- Oversee inventory and supply management, ensuring materials are stocked, organized, and available for daily activities.
- Create the weekly snack/meal menu in alignment with program needs, nutritional guidelines, and budget constraints.
- Ensure all food is prepared, stored, and served according to safety and sanitation standards.
- Track supply usage and food costs to ensure operations remain within the allotted budget.
- Communicate supply needs or budget concerns to the Executive Director in a timely manner.

Youth Support & Supervision

- Provide active supervision of children and teens to ensure safety and adherence to program expectations.
- Build positive, supportive relationships with youth while modeling respect, responsibility, and positive behavior.
- Assist youth with homework as needed.

Program Operations

- Oversee daily program flow, transitions, and activity setup.
- Ensure program spaces are organized, safe, and prepared for activities.
- Assist with distributing snacks, materials, and supplies.
- Support the implementation of program schedules and special events.

Communication & Collaboration

- Maintain open, respectful communication with youth, families, volunteers, and staff.
- Report incidents, behavioral concerns, or operational issues to the Executive Director promptly.
- Participate in staff meetings, trainings, and professional development opportunities.

Qualifications

Education & Experience

- High school diploma or GED required; some college coursework in Education, Human Services, Child Development, or related fields preferred.
- At least 2 years of experience working with youth, with leadership or supervisory experience strongly preferred.
- Experience in after-school programs, camps, mentoring, recreation, or youth services is a plus.
- Experience with food handling, menu planning, or basic budgeting is helpful but not required.

Skills & Competencies

- Strong leadership and staff supervision skills.
- Effective group facilitation and communication abilities.
- Ability to engage youth in structured and unstructured activities.
- Patience, empathy, and the ability to build rapport with diverse youth populations.
- Ability to manage group dynamics and respond calmly to challenging situations.
- Strong organizational skills, including supply tracking and basic budgeting.
- Understanding of food safety practices (training can be provided).

Clearances & Compliance (Required)

- PA Child Abuse History Clearance (Act 33)
- PA State Police Criminal Record Check (Act 34)
- FBI Affidavit (Act 153)

Additional Requirements

- Must be at least 18 years old (21+ preferred).
- CPR/First Aid certification or willingness to obtain.
- Reliable transportation to MVYATA program sites.
- Ability to work after-school hours and evenings.

Preferred Attributes

- Passion for youth development and community service.
- Experience supervising staff or volunteers.
- Creativity in designing and leading engaging activities.
- Ability to maintain professionalism, flexibility, and a collaborative spirit.

Compensation

- Hourly rate.
- Additional hours available.

How to Apply

Please submit a résumé and brief cover letter to:

Mon Valley Youth and Teen Association, Inc.

Email: myata@comcast.net

Phone: (724) 379-4889