

Youth Program Instructor

Mon Valley Youth and Teen Association, Inc.

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 Us

The Mon Valley Youth and Teen Association, Inc. (MVYATA) is a long-standing community organization dedicated to empowering children, teens, and families throughout the Mon Valley. We provide after-school programs, summer camps, mentoring, food assistance, and family support services that promote education, self-esteem, personal responsibility, and positive social development. Our team is committed to creating a safe, inclusive, and enriching environment where young people can thrive.

Position Summary

The Youth Program Instructor plays a key role in delivering high-quality programming for children and teens ages 5–17. This position is responsible for planning and leading daily activities, supervising youth, supporting academic and social-emotional growth, and maintaining a positive, structured environment. The ideal candidate is energetic, dependable, and passionate about youth development.

Key Responsibilities

Program Delivery

- Plan and facilitate age-appropriate activities including homework help, recreation, arts, leadership development, and life-skills sessions.
- Create a welcoming, inclusive, and safe environment that encourages participation and positive behavior.
- Support youth in building confidence, social skills, and healthy peer relationships.
- Assist in preparing and serving meals for after-school programs.

Supervision & Safety

- Provide active supervision of youth at all times, ensuring safety and adherence to program rules.
- Manage group dynamics and respond calmly and appropriately to behavioral challenges.
- Maintain clean, organized program spaces and ensure proper use of equipment and materials.

Communication & Documentation

- Build positive relationships with youth, families, volunteers, and community partners.
- Maintain accurate attendance, incident reports, and program documentation.
- Communicate concerns or needs to the Program Facilitator in a timely manner.

Team Collaboration

- Work collaboratively with MVYATA staff to support program goals and special events.
- Participate in staff meetings, trainings, and professional development opportunities.

Qualifications

Education & Experience

- High school diploma or GED required.
- At least 1–2 years of experience working with youth in structured settings preferred (after-school programs, camps, mentoring, childcare, sports, etc.).

Skills & Competencies

- Strong communication and relationship-building skills.
- Ability to lead engaging activities and motivate youth.
- Patience, creativity, and a positive attitude.
- Ability to manage groups and respond effectively to challenging situations.
- Basic communication skills for attendance and documentation.

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 program sites.
- Ability to work after-school hours, evenings, and occasional weekends.

Preferred Attributes

- Passion for youth development and community service.
- Experience working with diverse populations, including at-risk youth and low-income families.
- Ability to design creative, engaging activities that support MVYATA's mission.
- Commitment to professionalism, teamwork, and continuous improvement.

Compensation

- Hourly rate.
- Opportunities for additional hours.

How to Apply

Interested candidates may submit a résumé and brief cover letter to:

Mon Valley Youth and Teen Association, Inc.

Email: mvyata@comcast.net

Phone: (724) 379-4889