

# Youth Program Instructor

**Mon Valley Youth and Teen Association, Inc.**

**Location:** Donora, PA

**Position Type:** Part-Time



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## 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.

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## 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.

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## 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.

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## 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.
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## **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.
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### **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.
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## Compensation

- Hourly rate.
  - Opportunities for additional hours.
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## How to Apply

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

**Mon Valley Youth and Teen Association, Inc.**

Email: [myyata@comcast.net](mailto:myyata@comcast.net)

Phone: (724) 379-4889