

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 serves as a key leader within MVYATA's youth development initiatives, providing direct supervision to Program Instructors, overseeing daily program operations, and ensuring the consistent delivery of high-quality activities for children and teens ages 5-17. This role manages program supplies, develops snack and meal menus, maintains food-safety compliance, and monitors budget use across program components.

The position operates during the school-year months of September through May, with additional summer opportunities available based on program needs. The ideal candidate is organized, confident, and deeply committed to youth development, with the ability to guide staff and engage youth in a positive, structured environment.

KEY RESPONSIBILITIES

Program Facilitation, 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.
- Encourage participation and help youth stay engaged, focused, and motivated.
- Ability to work with diverse populations, including at-risk youth and low-income families.

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.

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, training, and professional development opportunities.

QUALIFICATIONS

Education & Experience

- High school diploma or GED required. College coursework in Education, Human Services, Child Development, or related fields is preferred but not expected.
- At least 2 years of experience working with youth, or, with leadership supervisory experience strongly preferred.
- Experience in after-school programs, camps, mentoring, recreation, or youth services is helpful.
- Experience with food handling, menu planning, or basic budgeting is also 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 (*PA Act 33*)
- PA State Police Criminal Record Check (*PA Act 34*)
- FBI Affidavit (*PA 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.
 - 20 Hours / Additional hours available.
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How to Apply

Please submit a résumé and brief cover letter to:

Mon Valley Youth and Teen Association, Inc.

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Donora, PA 15033

Email: mvyata@comcast.net

Phone: (724) 379-4889

Website: <https://mvyata.org>

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