

Youth Program Instructor

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 Instructor plays a key role in MVYATA's youth development programs, delivering high-quality activities for children and teens ages 5-17. Responsibilities include planning and leading daily activities, supervising youth, supporting academic and social-emotional growth, and maintaining a positive, supportive, structured environment. The ideal candidate is energetic, dependable, and passionate about youth development.

This position runs during the school year, September through May, and requires someone who is organized, confident, and committed to engaging youth.

KEY RESPONSIBILITIES

Program Support & Youth Supervision

- Engage and support in age-appropriate activities including homework help, recreation, arts and culture, 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.
- Encourage participation and help youth stay engaged, focused, and motivated.
- Ability to work with diverse populations, including at-risk youth and low-income families.

Youth Support and 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.
- Manage group dynamics and respond calmly and appropriately to behavioral challenges.

Program Operations

- Oversee daily program flow, transitions, and activity setup.
- Maintain clean, organized program spaces and ensure proper use of equipment and materials.
- Assist with distributing snacks, materials, and supplies.

Communication & Collaboration

- Maintain open, respectful communication with youth, families, volunteers, and staff.
 - Report incidents, behavioral concerns, or operational issues to the Youth Program Facilitator and/or Executive Director promptly.
 - Participate in staff meetings and training.
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QUALIFICATIONS

Education & Experience

- High school diploma or GED required. College coursework in Education, Human Services, Child Development, or related fields is optional.
- Some experience working with youth is preferred, including any leadership or supervisory roles.
- Experience in after-school programs, camps, mentoring, recreation, or youth services is helpful.
- Experience with food handling is also helpful.

Skills & Competencies

- Strong leadership skills.
- Effective group leadership 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.
- 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.
- Creativity in leading engaging activities.
- Ability to maintain professionalism, flexibility, and a collaborative spirit.

Compensation

- Hourly rate.
- 10 Hours / Additional hours maybe available.

How to Apply

Please submit a résumé and brief cover letter to:

Mon Valley Youth and Teen Association, Inc.

160 Thompson Avenue
Donora, PA 15033

Email: mvyata@comcast.net

Phone: (724) 379-4889

Website: <https://mvyata.org>

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