

eliminating racism  
empowering women



Glendale & Pasadena

<b>Job Title</b>	Camp Rosie Program Associate	<b>Department</b>	Community Engagement
<b>FLSA Status</b>	Non-Exempt/Hourly	<b>Reports to</b>	Program Manager
<b>Classification</b>	Part-Time/Temporary	<b>Revision date</b>	March 2022
<b>Schedule</b>	Monday – Friday From June 3 <sup>rd</sup> to August 5 <sup>th</sup> 2022	<b>*Hours</b>	20 Hours, 8:30am to 6pm timeframe
<b>Pay</b>	\$15.00 – \$16.53/hour	<b>Benefits Eligibility</b>	None

*\*YWCA Glendale and Pasadena is an essential services provider and is temporarily providing services remotely with partial days in office as assigned by the supervisor.*

**About Us**

**YWCA Glendale and Pasadena is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.** YWCA Glendale and Pasadena’s purpose is to ensure the health, safety and economic empowerment of women, children, and families and to strengthen communities to prevent and break the cycle of domestic violence. We provide resources and support to survivors of domestic violence and their children and through our education and prevention efforts we empower women, girls, and families to build healthy relationships, achieve self-sufficiency, and live free from all forms of oppression. Our programs include a 24/7 Crisis Hotline, a 16-bed Domestic Violence Emergency Shelter, a Domestic Violence Community Services Center that provides case management, legal services, adult and child counseling, trauma informed childcare, and housing navigation support, a Violence Prevention Education and Outreach Program, a Girls Empowerment Program that offers after school programming, summer camp and STEAM education workshops and mentorship, and racial justice training and advocacy in collaboration with the Coalition for an Anti-Racist Glendale and other social justice organizations.

**Position Summary**

The temporary Camp Rosie’s Program Associate support the Program Manager in implementing programs designed to empower girls. The Associate will support meeting YWCA GP’s Camp Rosie program goals by ensuring positive and meaningful engagement with participating families and staff to build community and positive relationships with youth. The Associate will be required to effectively collaborate with all members of the Girls Empowerment team and its partners to implement Camp Rosie and Girls Empowerment programs.

The position includes access to information of a confidential nature. Strict adherence to agency procedures and protocols is required.

## **Essential Tasks**

These are core functions of the job. **Additional duties may be assigned as needed.**

## **Program Associate**

- Facilitate Girls Empowerment summer camp activities using curriculum and materials provided by the program.
- Follow all safety procedures and guidelines, including existing Covid-19 Safety protocols.
- Ensure camper safety and supervision, including during nutrition breaks and field trips.
- Assist in monitoring all camper activities and proactively inform supervisor of concerns or issues.
- Track daily camper and parent/guardian sign-in & sign-out.
- Assists with reviewing and evaluating programs with a focus on continuous improvement.
- Coordinates with Program Manager on developing and assisting in recruitment of participants and the implementation of program curriculum.
- Assists with facilitating youth and family interaction and engagement in program and activities.
- Assist in updating daily records including attendance, health screening, and report logs.
- Provide camper support and understanding for potential camper-identified physical, psychological, emotional and/or medical needs.
- Set up and ensure program materials/equipment are secure and safe for camper use.
- Take down program materials/equipment and ensure they are stored properly with YWCA team.
- Additional duties may be assigned as needed.

## **Desired Knowledge**

- Excellent time management and organization skills.
- Excellent written and verbal communication skills.
- Self-motivated, dependable, proactive approach and works well under pressure.
- Ability to take initiative and work independently as well as collaboratively in a team.
- Adapt to a fast-paced working environment.
- Possesses good judgement.
- Strong leadership skills.
- Skilled in effective conflict resolution.
- Strong analytical skills with demonstrated ability to apply process improvement approach to problem solving.
- Excellent public speaking and outreach skills.
- Establish and maintain cooperative working relationships with vendors and individuals contacted during performance of job duties.

## **Minimum Qualifications**

- Proof of graduation from High School or G.E.D.
- Additionally, / 48 college semester or 60 college quarter units. (or some college)
- Experience or knowledge of working with children ages 9+.
- Communicate effectively and tactfully in both oral and written forms.

- Work with individuals of diverse backgrounds in a non-judgmental manner, along with being able to be flexible.
- Must be at least 18 years old.
- Completion of Girls Empowerment mentor training session required.
- Complete Mandated Reporter Training within 1 week of start date.
- Establish and maintain cooperative working relationships with vendors and individuals contacted during performance of job duties.

### **Job Requirements**

- Complete a LiveScan background check.
- Valid TB test within 90 days of employment.
- Full Covid-19 vaccination required.
- Obtain or maintain current First Aid & CPR certification.
- Must be able to work 20 hours/week, within the time Monday-Friday from 8:30 am to 6pm.
- Valid driver's license with a good driving record, access to a vehicle, and willingness to travel off site.
- Must maintain and provide the YWCA Glendale and Pasadena with proof of insurance for your vehicle.

### **Physical Requirements**

- Must be physically able to participate in all camp activities, including but not limited to walking 1-2 miles, hiking and physical games.
- Routinely requires the ability to move or transport supplies or equipment weighing up to 30 pounds unassisted, while ascending or descending stairs.
- Ability to write by hand and use a keyboard to perform general office functions.
- Ability to communicate continuously by speech and hearing.
- Visual acuity (close, distant, peripheral vision, and the ability to adjust focus and view accurate color perception) needed for detail work and computer use.
- Ability to stand or sit for extended periods of time.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**YWCA Glendale and Pasadena is an Equal Opportunity Employer and is committed to diversity, equity and inclusion.** *We are committed to attracting and retaining a diverse staff. YWCA Glendale and Pasadena will honor your experiences, perspectives, and unique identity. Together, our organization strives to create and maintain working and learning environments that are inclusive, equitable and welcoming. YWCA Glendale and Pasadena prohibits discrimination on the basis of age, gender, race, ethnicity, national origin, cultures, religion, immigration status, veteran status, political beliefs, sexual identity, ability/disability, and health/mental health status in all its programs and activities, not only in respect to employment practices but also in the delivery of services.*