

CLUB ADVISOR JOB DESCRIPTION

Title: YMCA YOUTH & GOVERNMENT club advisor

Reports to: District Coordinator/Y Staff Person

Description: Leads a group of teen participants in experiences related to leadership training, citizenship, and participation in government

Qualifications: Possess good human relation skills with parents, peers, and other staff; enjoys teenagers and has the ability to work with and relate to them; demonstrates good character; has leadership experience in youth groups and knowledge of group work principles and processes.

Responsibilities:

1. Assists club in planning and promoting club activities and developing the yearly calendar, to ensure that all activities are consistent with the goals of the club.
2. Oversees club meetings.
3. Provides supervision at club activities.
4. Attends advisor meetings and training sessions.
5. Keeps open communications with club members and parents.
6. Communicates any problems or questions to the District Coordinator.

Refer to the "Advisor Code of Ethics" for additional expectations.

ADVISOR CODE OF ETHICS

1. Advisors must appear clean, neat, and appropriately attired.
2. Smoking or use of tobacco products in the presence of teens or parents during program activities is prohibited.
3. Using, possessing, or being under the influence of alcohol or illegal drugs during program activities is prohibited.
4. Advisors shall not abuse teens in any way including:
 - a. physical abuse - strike, spank, shake, slap;
 - b. verbal abuse - humiliate, degrade, threaten; and
 - c. sexual abuse - inappropriate touching or sexual innuendos
5. Advisors treat equally teens of all races, religions, cultures, sexual orientation and economic levels, with respect and consideration.
6. Advisors use positive techniques or guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than competition, comparison, or criticism.
7. Advisors will abstain from humiliating or frightening techniques.
8. Advisors will not use profanity in the presence of teens or parents.
9. Advisors will refrain from intimate displays of affection toward others in the presence of teens, parents, and staff.

10. When working with teens, advisors must be free of conditions that might adversely affect another's health, including significant fever or contagious disease.
11. Advisors will portray a positive role model for teens by maintaining an attitude of respect, patience, courtesy, tact, and maturity.
12. Advisors will not fraternize with teens outside the program.
13. Advisors can talk with teens one-on-one in areas away from distraction, yet they should remain in public view.
14. Advisors will never leave teens unsupervised during club activities or YMCA Youth & Government events.

I understand and agree to this Code of Ethics.

Signature of advisor

Date

Signature of District Coordinator/YMCA staff member

Date