



**Ronald McDonald
House Charities®**
Bay Area

Ronald McDonald House at Stanford Youth Program Associate (YPA) Position Description

Reports To: Family Programs Manager

Two positions:

Sunday-Tuesday 3:30 pm - 8:30 pm (15 hours)

Wednesday- Saturday 3:30 pm - 8:30 pm (20 hours)

Job Summary:

Our Family Services team is looking for passionate, versatile Youth Program Associates (YPAs) to develop creative, participatory and safe programs for children and teens during their stay at our House in Palo Alto. Ideal candidates are in search of opportunities to apply child development knowledge and project management interests within a rapidly growing, family-centered environment. Moreover, they possess the imagination and motivation needed to build exciting new opportunities into our calendar of youth programs.

The facilitation of play and recreation provides substantial support for the overall wellbeing of families who call our House "home". Thoughtful, engaging youth activities offer a welcome distraction from time spent at the hospital and allows for a sense of normalcy when far from home. For parents, youth programs offer space and time for rest and reflection. YPAs are vital collaborators in the behind-the-scenes and on-the-ground efforts to make these moments possible.

YPAs train and supervise program support volunteers and interface with community partners in the design and execution of daily youth activities across our expanding campus and are principle coordinators for our summer and winter break day camp programs.

Providing a comfortable, supportive community for parents and children in times of crises is central to our mission. As such, YPAs must possess demonstrated interpersonal skills and the ability to maintain professional, compassionate, direct engagement with our guests at all times.

YPAs report to the Family Programs Manager, supporting overall operations for our House.

All Family Services team members are required to work some holidays. All employees of Ronald McDonald House Charities Bay Area must submit to a background check to ensure the safety of House families, staff, and volunteers.

Duties and Responsibilities:

- Develop and implement engaging programs to enhance a sense of community, support, and recreation for youth staying at the House
- Develop and implement appropriate policies, procedures and guidelines to achieve a safe and enjoyable experience for all participants including infection control, security, emergency response and healthy

boundaries (training provided on-site)

- Manage all aspects of volunteer support for designated activity rooms including supervision, on-boarding and training
- Plan, prepare and manage summer and winter break camp programs
- Manage relevant supply inventory and budget lines
- Coordinate via phone and/or email with community volunteer groups to plan their visits, and promote such visits to our families at the House
- Ensure all youth activity rooms are clean, safe and orderly at all times
- Track program impact statistics for annual report
- Other duties as assigned

Qualifications and Prerequisites:

Education:

- B.A. in Early Childhood Education or equivalent preferred, undergraduate students welcome to apply
- Bilingual (English/Spanish) preferred
- Proficiency in Microsoft software such as Word, Excel, PowerPoint and Outlook

Prior Work Experience:

- Experience working with children & families
- Experience developing and executing youth-focused programs
- Experience interacting with people from diverse cultural and socioeconomic backgrounds
- Demonstrated ability to interface comfortably and professionally with members of the public and staff

Technical Knowledge Required:

- Computer literate with MS Office suite of products on PC

Other:

- Highly customer service oriented with enthusiasm and good sense of humor
- Excellent organizational and problem solving skills
- Strong attention to detail
- Well-developed oral and written communication skills with the ability to interact effectively with all levels of the organization
- Maintains confidentiality of House families and related reports and documentation
- Ability to work in a semi-medical environment with children being treated with life-threatening illnesses and their families
- Interest in and/or understanding of the nonprofit community
- Valid CA driver's license
- Must be able to lift 25 pounds

Job Type: Part-time

Salary: \$14.50 /hour

To apply, please submit a cover letter and resume to careers@rmhcbayarea.org.